



اوتوريٽي ڪيٿسائن ڪسلامان
ڪسيٽن. دان عالم سڪيٽر

Safety, Health and Environment
National Authority

ANNUAL REPORT

FOR FINANCIAL YEAR
2022 - 2023

DISCLAIMER

This document is the property of the Safety Health and Environment National Authority (SHENA), Brunei Darussalam. Circulation is restricted to the SHENA and its designated associates. It must not be copied or used for any other purpose other than which it is supplied, without the expressed written authority of the SHENA.

SHENA disclaims any responsibility or liability for any use or misuse of the document by any person and makes no warranty as to the accuracy or suitability of the information to any third party. Any misuse of the document is not supported by the SHENA and may be reported to the relevant authorities for further legal action if necessary.

Copyright © SHENA 2025. All rights reserved.

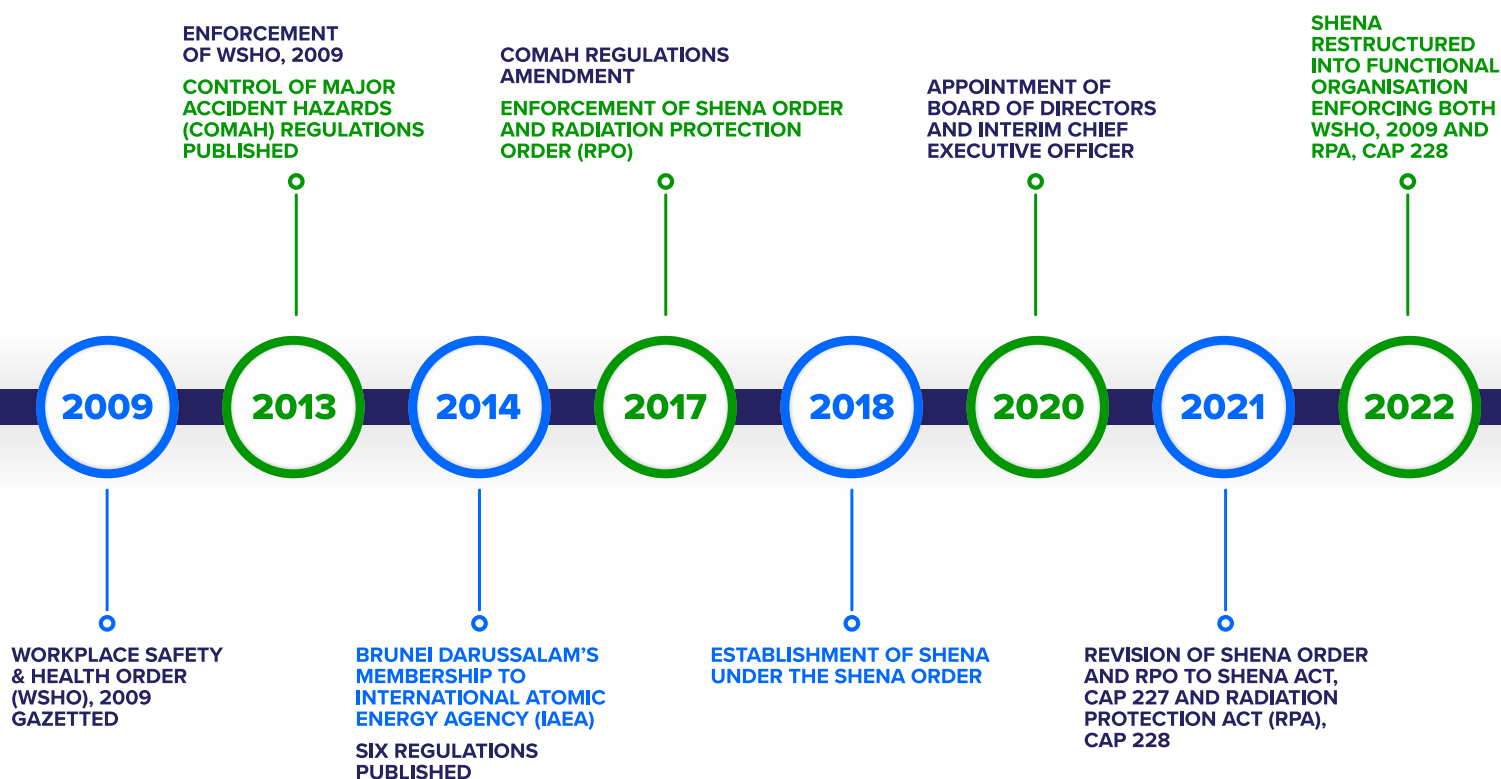
TABLE OF CONTENTS

1. OUR JOURNEY	1
2. SHENA'S VISION, MISSION & PRINCIPLES	2
3. BOARD OF DIRECTORS	3
4. SENIOR MANAGEMENT TEAM	4
5. ORGANISATIONAL STRUCTURE	5
6. SHENA'S BUSINESS & STRATEGIC PLAN	6
7. INVESTIGATION	7
8. REGULATORY INSPECTIONS	10
9. LEGISLATIONS & PUBLICATIONS	15
INDUSTRY GUIDANCE NOTE (IGN)	18
SELF-ASSESSMENT CHECKLIST	19
NOTE TO INDUSTRY (NTI)	20
WORKPLACE SAFETY AND HEALTH NOTICE (WSHN)	21
RADIATION GUIDELINE	22
RADIATION TECHNICAL NOTE (RTN)	22
10. LICENSING & ENFORCEMENT	23
LICENSING & REGISTRATION	24
ENFORCEMENT LEGAL NOTICE	25
STOP WORK ORDER	25
REMEDIAL ORDER	26
WARNING LETTER	27
SAFETY CASE AND NOTIFICATION SUBMISSION	28
11. OUTREACH PROGRAMMES	31
12. COLLABORATION WITH AGENCIES & INDUSTRY	36
CONTINUOUS ENGAGEMENTS	41
13. INTERNATIONAL COLLABORATION	47
14. OPERATIONAL EXCELLENCE	49
15. LOOKING AHEAD	55

OUR JOURNEY

The Safety, Health and Environment National Authority (SHENA) is a statutory and regulatory body established on 6 October 2018, following the enactment of the Safety, Health and Environment National Authority Act, Chapter 227, which was signed by His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam on 1 April 2017. SHENA is the national Authority responsible for regulating the workplace safety and health, environment and radiation provisions in line with specific legislation that are under the purview of the Authority; namely the Workplace Safety and Health Order, 2009 (WSHO, 2009) and the Radiation Protection Act, Chapter 228.

SHENA's core functions include inspection and monitoring visits, conducting investigations, examination of notifications, examination and certification of safety cases, registration and approvals to act, licensing of radiation activities and providing general advice and guidance on HSE and radiation matters to industry and the general public. SHENA continues to support other relevant agencies in the enforcement of legislation under their respective jurisdictions and purview. Accordingly, the Authority's Inspectors and its Authorised Officers have specific legal powers to enforce and regulate workplace safety and health, environment and radiation laws on behalf of SHENA.



SHENA'S VISION, MISSION & PRINCIPLES



VISION

We are committed to making a difference and ensuring Brunei is a safe place to work and live.

MISSION

We will maintain a robust fit for purpose national safety, health and environmental regulatory framework and ensures that risks to people, assets and the environment are controlled in compliance with:

- Laws and regulations
- Set by the government
- Implemented by those who create the risk
- Underpinned by continuous improvement

IN ALL OUR ACTIVITIES

We will ensure a transparent and open dialogue with all our stakeholders. Compatible with the aspirations of the nation. Our stakeholders include industry, government, and the general public and our key principles apply equally to all.

PRINCIPLES

Our operational philosophy is governed by **FOUR** key principles:

STRUCTURED

a structured legal framework with a risk-based approach

AUDITABLE

accountable for our actions as a regulator

FOCUSED

across all our interactions with all our stakeholders

ENGAGED

open, transparent and respectful in all our discussions written or otherwise

BOARD OF DIRECTORS

CHAIRMAN



YANG MULIA
IR. AWANG HAJI AMER HISHAMUDDIN
BIN POKAP DSS AWANG HAJI ZAKARIA
 PERMANENT SECRETARY (INFRASTRUCTURE,
 HOUSING AND PROFESSIONAL),
 MINISTRY OF DEVELOPMENT
(EFFECTIVE 3 OCTOBER 2022)



YANG MULIA
DATO SERI PADUKA AR. HAJI MARZUKI
BIN HAJI MOHSIN
 DEPUTY MINISTER,
 MINISTRY OF DEVELOPMENT
(UNTIL 8 JUNE 2022)

MEMBERS



YANG MULIA
DR HAJAH MAY
FA'EZAH BINTI HAJI
AHMAD ARIFFIN
 PERMANENT SECRETARY
 (ECONOMY, TRADE AND
 INDUSTRY), MINISTRY OF
 FINANCE AND ECONOMY
(EFFECTIVE 3 OCTOBER 2022)



YANG MULIA
PENGIRAN DR HAJI
MD KHALIFAH BIN
PENGIRAN HAJI ISMAIL
 DIRECTOR GENERAL
 OF HEALTH AND
 MEDICAL SERVICES,
 MINISTRY OF HEALTH
(EFFECTIVE 3 OCTOBER 2022)



YANG MULIA
AWANG MUHAMMAD
SAUFI BIN AWANG
HAJI IBRAHIM
 LABOUR COMMISSIONER,
 LABOUR DEPARTMENT,
 MINISTRY OF HOME AFFAIRS
(EFFECTIVE 3 OCTOBER 2022)



YANG MULIA
AWANG MOHD AZMI
BIN HAJI MOHD HANIFAH
 COMMERCIAL DIRECTOR &
 DEPUTY MANAGING DIRECTOR,
 BRUNEI SHELL
 PETROLEUM CO. SDN. BHD.
(EFFECTIVE 3 OCTOBER 2022)



YANG MULIA
AWANG AZMI BIN
HAJI HAFNEH
 ACTING DIRECTOR,
 FIRE AND RESCUE
 DEPARTMENT,
 MINISTRY OF HOME AFFAIRS
(EFFECTIVE 19 NOVEMBER 2022)



YANG MULIA
PENGIRAN HAJAH
ZETY SUFINA BINTI
PENGIRAN DATO
PADUKA HAJI SANI
 PERMANENT SECRETARY
 (INDUSTRY), MINISTRY OF
 FINANCE AND ECONOMY
(UNTIL 2 OCTOBER 2022)



YANG MULIA
AWANG LIM HOCK
GUAN
 DIRECTOR OF FIRE AND
 RESCUE DEPARTMENT
 MINISTRY OF HOME AFFAIRS
(UNTIL 18 NOVEMBER 2022)



YANG MULIA
AR. DAYANG HAJAH
HASLINAWATI BINTI
HAJI ABD HALIM
 HEAD OF AUTHORITY FOR
 BUILDING CONTROL AND
 CONSTRUCTION INDUSTRY (ABCi),
 MINISTRY OF DEVELOPMENT
(UNTIL 2 OCTOBER 2022)



YANG MULIA
HAJI AZHAR
BIN HAJI YAHYA
 INTERIM CHIEF EXECUTIVE
 OFFICER, SAFETY, HEALTH
 AND ENVIRONMENT
 NATIONAL AUTHORITY
 (SHENA)
(UNTIL 31 JANUARY 2023)

SENIOR MANAGEMENT TEAM

INTERIM CHIEF EXECUTIVE OFFICER



**YANG MULIA
ZUBAIDAH BINTI HAJI MAHMUD**
(EFFECTIVE 1 FEBRUARY 2023)



**YANG MULIA
HAJI AZHAR BIN HAJI YAHYA**
(UNTIL 31 JANUARY 2023)

HEAD OF ENFORCEMENT DIVISION



**YANG MULIA
JAIME OSCAR
RICHARD REBELO**
(UNTIL 31 AUGUST 2022)



**YANG MULIA
TERRANCE
DOUGLAS
JAYASURIYA**
(EFFECTIVE 1 DECEMBER 2022)

HEAD OF HUMAN RESOURCES & CORPORATE SERVICES DIVISION



**YANG MULIA
UMI KHADIJAH BINTI
HAJI MOHD ZAINI**

HEAD OF COMPLIANCE & INTERNATIONAL DIVISION



**YANG MULIA
ZUBAIDAH BINTI
HAJI MAHMUD**

HEAD OF FINANCE & PROCUREMENT DIVISION



**YANG MULIA
HAJAH NORASHIKIN
BINTI HAJI AWG
MOHAMED**

HEAD OF PROCESS SAFETY DIVISION



**YANG MULIA
HAJI YA'AKUB
BIN HAJI YUSOF**

HEAD OF INVESTIGATION & RESPONSE DIVISION



**YANG MULIA
HAJI MOHD YUSOF
BIN HAJI MOHD
TAUFIK**

HEAD OF LEGAL SERVICES DIVISION



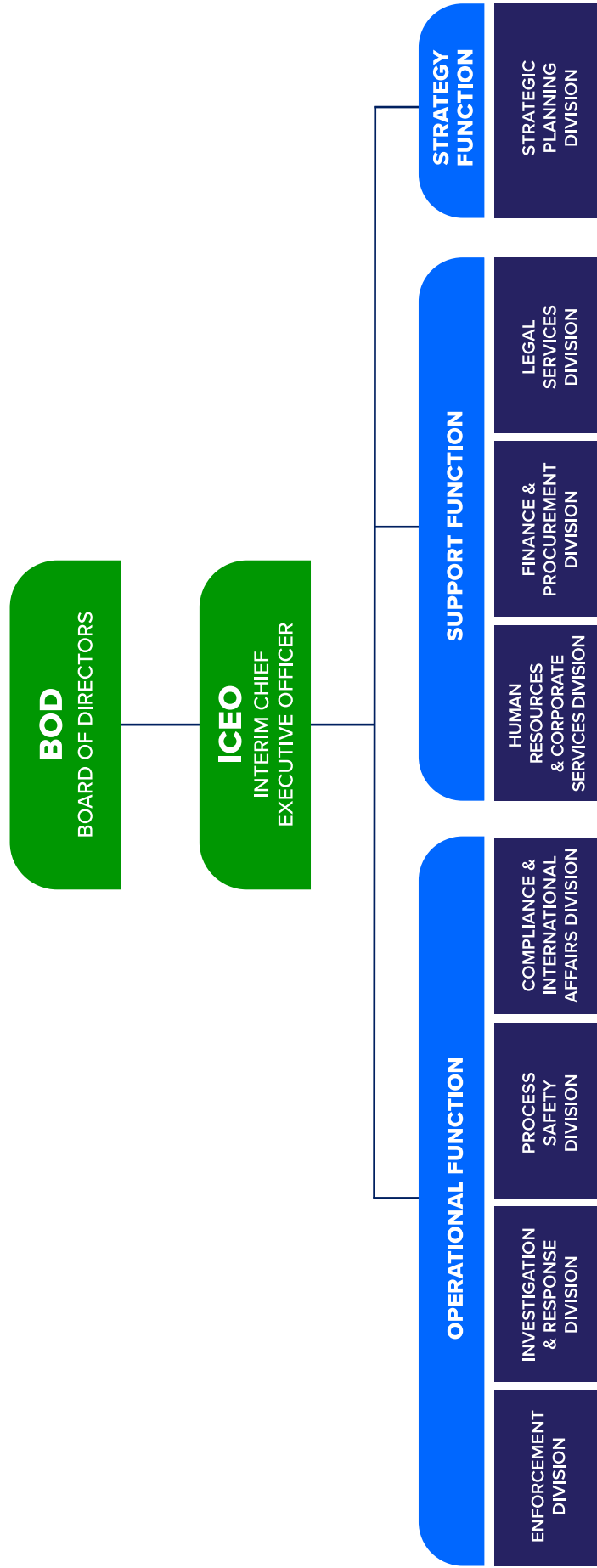
**YANG MULIA
NUR AL-AIN BINTI
DR HAJI ABDULLAH**

HEAD OF STRATEGIC PLANNING DIVISION



**YANG MULIA
HAJI JUNIT BIN
HAJI ZAKARIA**
(EFFECTIVE 1 OCTOBER 2022)

ORGANISATIONAL STRUCTURE



SHENA'S BUSINESS & STRATEGIC PLAN

SHENA's strategic plan embraces the concept of Maqasid Al-Shariah as an important basis and pillar for organisational development. SHENA has therefore positioned the Maqasid Al-Shariah concept of promotion and preservation of life as the Authority's fundamental goal in realising SHENA's Vision. To achieve the Vision, SHENA's strategic plan aligns to **three (03)** strategic objectives to fulfil, supported by **seven (07)** key initiatives, supplemented by **three (03)** enablers:

MAQASID: PROMOTION & PRESERVATION OF LIFE



WE ARE COMMITTED TO MAKING A DIFFERENCE AND ENSURING BRUNEI IS A SAFE PLACE TO WORK AND LIVE



INVESTIGATION

Accidents and incidents can occur in any workplace and therefore, investigation and examination of such incidents are crucial for identifying root causes and preventing recurrence. Investigation is not only a necessity for regulatory compliance and correlative statistical analysis but an important function for improving the safety culture of a workplace and fostering a sense of responsibility among employers and employees. The Investigation and Response Division (IRD) has implemented focused efforts and improvements related to the Workplace Safety and Health (Incident Reporting) Regulations, 2014. As a result, enhanced compliance with reporting requirements has been observed.



Workplace incidents, including fatalities, injuries, and dangerous occurrences, have been reported to SHENA via the Initial Incident Notification (IIN) mechanism. Many of these cases have resulted in regulatory investigations conducted in accordance with Section 24 of the Workplace Safety and Health Order, 2009, utilising the specific legal powers granted to Inspectors under Section 7(3) and the Power of Inspector in Section 41 of the same Order.

During the Financial Year, an **increase of 59%** in incident reporting was received by the IIN mechanism, compared to the preceding year where only **one hundred and eighteen (118)** IIN were received. This positive rise in incident reporting can be attributed to elevated awareness of the reporting requirements and the Department of Labour’s mandate that all claims under the Workmen Compensation Act, Chapter 74, must include IIN submissions as part of the supporting documents.

An overview of the types of incidents received during the 2022-2023 financial year is provided below:

TYPE OF INCIDENT	NO. OF IIN REPORTS
Work-Related Fatality	3
Non Work-Related Fatality	7
Major Accident Event	0
Reportable Injury	70
Non-Reportable Injury	38
Occupational Disease	0
Dangerous Occurrence	5
Others	34

Out of the **one hundred and fifty-seven (157)** IIN received, **five (5)** follow-up regulatory investigations were conducted as outlined below:

NO.	INCIDENT DATE	INCIDENT TYPE	SUMMARY OF INCIDENT
1	19 October 2022	Work-Related Fatality	A deceased person (DP) who worked as a boatman, was struck by a fallen tree. The DP voluntarily cut the tree using chainsaw during routine work activity on the jungle trail. The DP sustained multiple bodily injuries which led to the fatality. (Other Industry)
2	24 December 2022	Work-Related Fatality	The deceased Person (DP) was a construction worker, believed to be doing welding works on scaffolding platform at a residential house. While working, he was electrocuted and fell from height (<2.0m) (Construction)
3	5 January 2023	Dangerous Occurrence	When signaling for lifting operations, the injured person (IP) was trapped between concrete wall and load bearing wall frame when the latter gave way leading to severe multiple fractures with his left arm and leg completely broken. (Construction)
4	16 February 2023	Work-Related Fatality	A fall from height fatality occurred at Sungai Liang construction site as one construction worker who allegedly slipped from the roof down straight on the ground floor where his head is believed to have hit the drainage first causing his immediate death. (Construction)
5	25 March 2023	Work-Related Fatality	A worker was allegedly crushed by tree while doing logging/ tree felling activity in the jungle in Labi, Kuala Belait. (Other Industry)

To continuously improve the quality and integrity of the investigation process, several measures were identified as priority; to enhance the competency of the staff conducting the investigations through capacity building efforts and refining internal processes. These improvements will be achieved through collaboration with relevant stakeholders, such as the Royal Brunei Police Force, and by learning from best practices adopted by the Ministry of Manpower, Singapore.

REGULATORY INSPECTIONS

Ensuring the health, safety, and environmental (HSE) integrity of workplaces is a cornerstone of organisational responsibility. Targeted inspections on HSE and radiation matters are crucial to safeguarding employees, communities, and the environment from potential hazards. The presence of radiation in certain industries, such as healthcare, energy, and manufacturing, adds a layer of complexity to workplace safety. Without proper oversight, these risks could escalate, leading to adverse health outcomes, regulatory violations, and reputational damage. Through these inspections, organisations demonstrate their commitment to fostering a culture of safety and regulatory compliance.

The primary objective of these inspections is to proactively identify and mitigate risks before they result in incidents. This includes evaluating equipment, reviewing procedural adherence, and ensuring employees are adequately trained in safety protocols. Inspections on radiation matters focus on monitoring exposure levels, verifying the integrity of containment systems, and ensuring compliance with relevant international and local standards. By addressing these aspects, the inspections not only enhance operational safety but also contribute to sustainable business practices and public confidence in the organisation's commitment to safety.

During these inspections, employees and stakeholders can expect a thorough yet collaborative process. Inspectors engage with personnel to observe operations, interview staff, and review documentation. Practical demonstrations and equipment testing may be conducted to assess compliance. Additionally, detailed feedback and recommendations are shared to address any deficiencies and improve practices. The inspections, therefore, not only serve as a regulatory necessity but as an opportunity for continuous improvement and fostering a workplace culture that prioritises the well-being of all.



REGULATORY INSPECTION CONDUCTED APRIL 2022 - MARCH 2023

Throughout the financial year the Enforcement Division (EFD) which includes the Safety Unit, Occupational Health Unit and Radiation Protection Unit, conducted **sixty-eight (68)** regulatory inspections across various sectors.

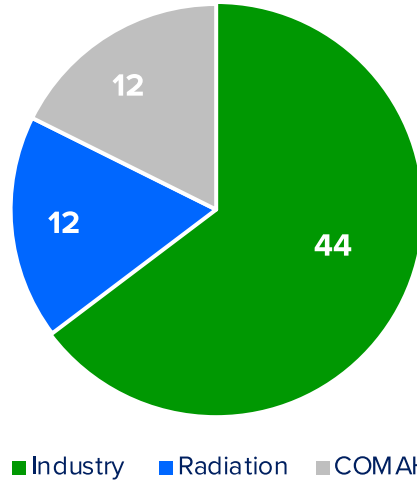


Figure 1 Regulatory Inspection

REGULATORY INSPECTIONS INDUSTRY

In 2022, workplace classification for inspections were categorised according to the Brunei Darussalam Standard Industrial Classification (BDSIC). SHENA inspectors from the EFD had conducted a total of **forty-four (44)** inspections across various industry categories based on the BDSIC.

REGULATORY INSPECTION - INDUSTRY CATEGORIES (BDSIC)

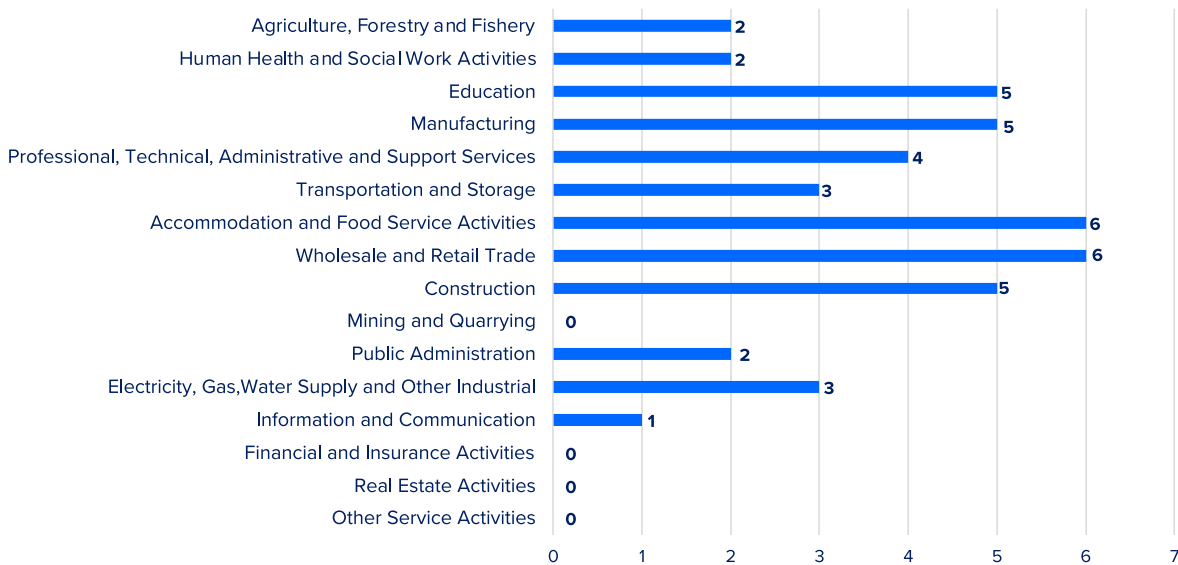


Figure 2 shows various industry categories (as per BDSIC) visited by Enforcement Division

FY APRIL 2022 - MARCH 2023 (INDUSTRY RISK AREAS)

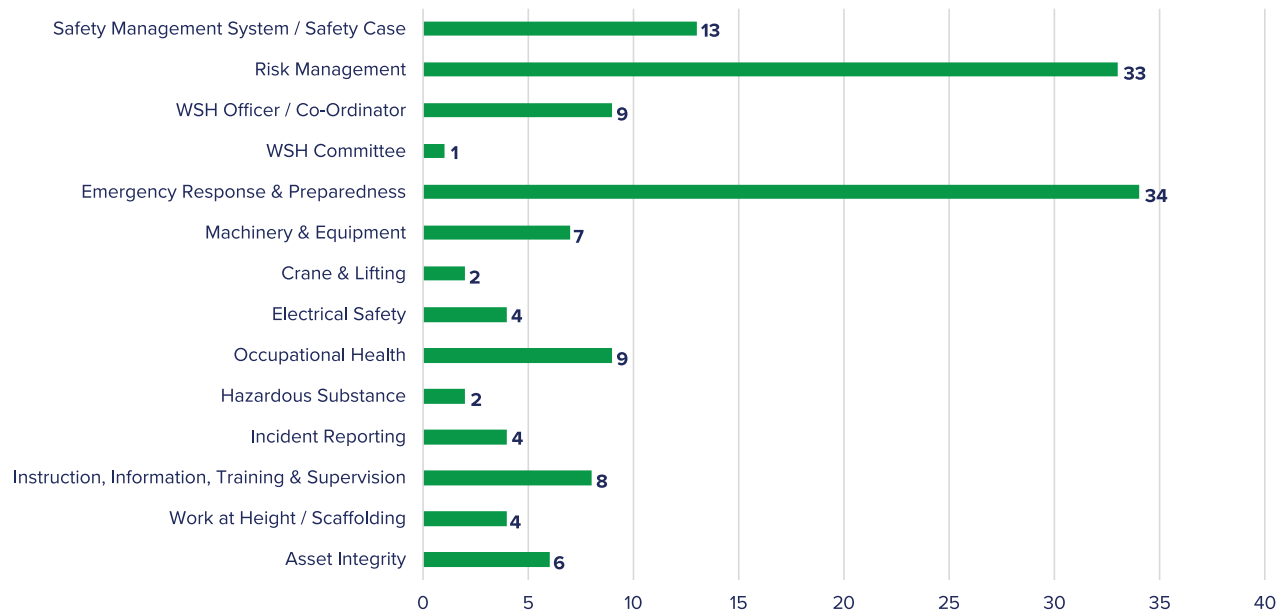


Figure 3 shows the inspection findings during the regulatory inspection to industry workplaces

Outcome of the inspections found the top **five (5)** prevailing concerns were:

1. Emergency Response and Preparedness;
2. Risk Management;
3. WSH Officer / Co-Ordinator tied;
4. Occupational Health; and
5. Instruction, Information, Training and Supervision.

To mitigate these concerns, legal notices namely **three (3)** remedial orders, **one (1)** warning letter and **one (1)** remedial order and stop work order were issued.

REGULATORY INSPECTIONS COMAH

A total of **twelve (12)** COMAH inspections had been conducted throughout the financial year, where only **one (1)** was on “Mobile Facilities” and **eleven (11)** on “Fixed Facilities”.

The main categories of concern findings are as follows, whereby did not result in the issuance of legal notices:

1. Safety Management System;
2. Emergency Response & Preparedness;
3. Safety Critical People, Procedure, Equipment (SCPPE);
4. Risk Management; and
5. Asset Integrity, among other areas.

FY APRIL 2022 - MARCH 2023 (COMAH RISK AREAS)

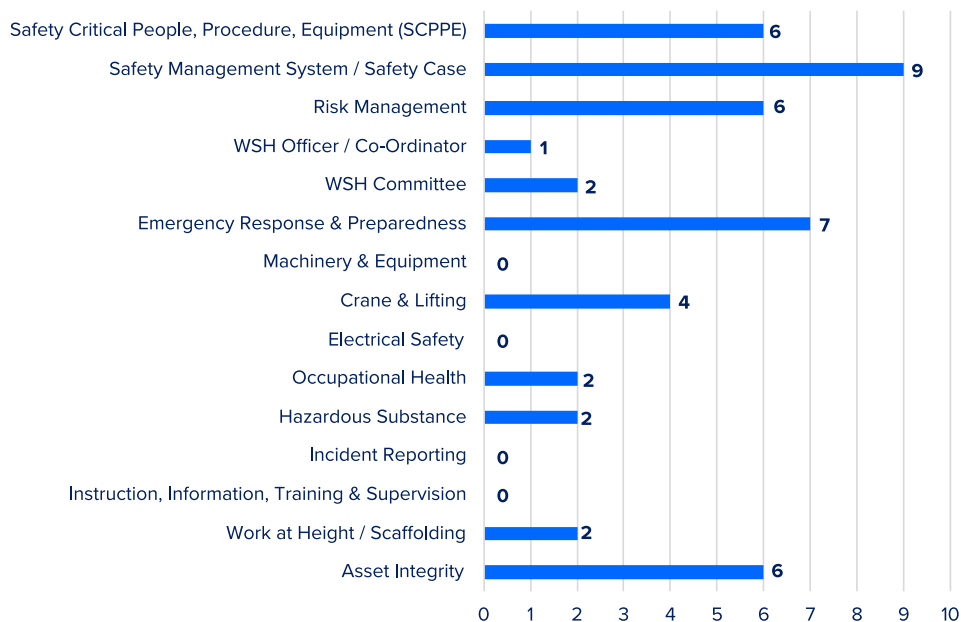


Figure 4 shows the inspection findings during the regulatory inspection to COMAH facilities

REGULATORY INSPECTIONS RADIATION

During the financial year, the Safety, Health, and Environment National Authority (SHENA) conducted a total of **twelve (12)** targeted inspections on workplaces operating under the Radiation Protection Act (RPA). These inspections spanned the industrial and medical sectors, focusing on entities licensed under SHENA to ensure compliance with radiation safety standards. The inspections aimed to reinforce best practices in handling radiation sources and mitigate potential risks to public health and the environment.

Several key findings emerged from the inspections conducted at radiation workplaces. Notable concerns included inaccurately declared nuclear materials to the Radiation Protection Unit of the Enforcement Division, the possession of radiation sources exceeding the limits specified in the radiation licenses, and the discovery of unlicensed radiation sources on worksites. These issues highlight the need for continued vigilance and strict adherence to regulatory requirements to ensure radiation safety.

While no legal notices were issued during the inspections themselves, enforcement actions followed, based on the violations observed. Among the **twelve (12)** inspections, **one (1)** warning letter and **one (1)** stop work order were issued to address specific non-compliance issues. These legal notices underscore SHENA's commitment to upholding radiation safety standards and its proactive approach to maintaining regulatory compliance within radiation-related industries.

MONITORING VISITS

Throughout the financial year, the EFD conducted an extensive series of **ninety-one (91)** monitoring visits across various industries nationwide. These visits aimed to evaluate compliance with health, safety, and environmental regulations while fostering a culture of accountability and continuous improvement within the regulated sectors. The construction industry, owing to its inherently higher risk of accidents and incidents, remained a primary focus during these visits. This strategic emphasis underscores SHENA's commitment to addressing sectors with elevated risk profiles and ensuring the well-being of workers and the public.

Across the ninety-one (91) visits, inspectors identified several recurring issues that required immediate attention and corrective action. Prominent findings included lapses in risk management practices, unsafe work at height conditions (such as improperly erected or maintained scaffolding), and deficiencies in emergency response and preparedness measures. Additional concerns were noted in areas such as electrical safety protocols and the adequacy of instruction, information dissemination, training, and supervision provided to workers. These observations highlight the need for consistent adherence to safety standards and proactive measures to mitigate risks.

The results of these monitoring visits not only reflect the challenges faced by the industries but also provide valuable insights into areas requiring targeted interventions. By addressing these recurring issues through collaboration, education, and enforcement actions, SHENA continues to play a pivotal role in promoting safer workplaces and ensuring compliance with the nation's safety regulations. Further details and case-specific observations are documented in the relevant sections of the report.

MONITORING VISIT CONDUCTED FY APRIL 2022 - MARCH 2023 (FINDINGS)

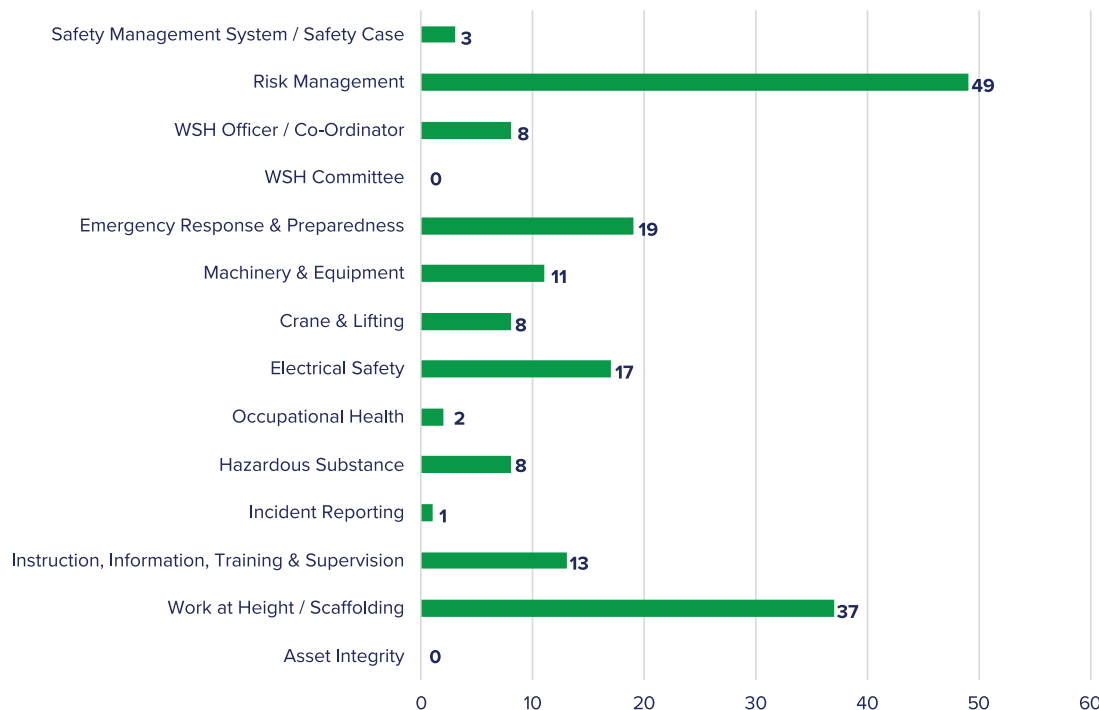


Figure 5 Risk-based findings identified during monitoring visits

LEGISLATIONS & PUBLICATIONS

Legislation serves as the backbone of SHENA's mission, ensuring that its regulatory activities are grounded in a robust and enforceable framework. It plays an indispensable role in enabling the organisation to uphold workplace safety standards, protect public health, and promote sustainable practices across various industries. Without clear and comprehensive legal provisions, the enforcement of safety regulations and compliance measures would lack the authority and structure needed to effect meaningful change.

SHENA produces a variety of publications aimed at promoting workplace safety, health, and environmental compliance across industries. These publications include **Codes of Practice (COP)**, which provide guidelines on meeting safety and health obligations; **Industry Guidance Note (IGN)**, offering detailed advice on specific safety practices; and **Radiation Guideline**, which focus on radiation safety standards. Additionally, SHENA issues **Technical Notes**, **Posters**, and **Brochures** to raise awareness and educate stakeholders on critical safety topics. Other resources include **Self-Assessment Checklists**, **Compliance Reports**, and **Safety Notices**, which help organisations evaluate their practices and align with regulatory requirements.

LEGISLATIONS

By establishing legal standards and requirements, legislation empowers SHENA to carry out inspections, issue licenses, and enforce corrective actions where necessary. It provides the foundation for addressing industry-specific risks, such as those associated with scaffolding, radiation use, or other high-risk activities. Moreover, legislation creates consistency and clarity for businesses, ensuring they have a definitive guide to compliance while fostering accountability and a culture of safety.

The continuous development and refinement of legislative tools are vital in addressing emerging challenges and evolving industry practices. Through its commitment to drafting and implementing effective regulations, SHENA reinforces its role as a guardian of workplace health, safety, and environmental protection, ensuring a safer and more compliant future for all stakeholders.

To enhance its productivity and business performance, the Legal Services Division (LSD) welcomed a Legal Counsel in September 2022 and a Senior Legal Counsel in November 2022. These additions have strengthened the division's capacity to fulfill its critical role in developing regulations, vetting contracts, and ensuring SHENA's legal and regulatory framework remains robust.

The LSD has made significant progress in finalising several draft regulations, which have been submitted to the Attorney General's Chambers for consideration. These proposed regulations aim to enhance workplace safety, streamline licensing processes, and set clear standards for compliance across various sectors:

NO.	DRAFT	OBJECTIVE
1	Draft Workplace Safety and Health (Scaffolds) Regulations	The objective of this Regulations is not limited to, to ensure the minimum standards on the construction, erection, installation, re-position, alteration, maintenance, repairing or dismantling of certain scaffolds. It also included provisions on application for approval to be approved scaffold.
2	Draft Workplace Safety and Health (Fees) Regulations	The objective of this Regulations is to set fees for approval to act as authorised person relevant to Training Providers, Third-Party Inspection Agency, Workplace Safety and Health Co-Ordinator, Workplace Safety and Health Auditor and application of fees for training assessment.
3	Draft Radiation Protection (Licensing) Regulations	The objective of this Regulations is not limited to, setting fees for licenses that are required under the Radiation Protection Act.

As part of its critical role in supporting SHENA's operational and regulatory functions, the LSD undertook the formulation and vetting of several contracts during the financial year. These contracts are fundamental to ensuring that SHENA's engagements with external parties, service providers, and stakeholders are clearly defined, legally sound, and aligned with the organisation's objectives and legal requirements.

PUBLICATIONS

These publications reflect SHENA's commitment to fostering a culture of safety and providing accessible resources to support compliance, continuous improvement and to contribute to a broader culture of safety and sustainability.

The Compliance and International Division (CID), during the financial year, has been instrumental in driving these efforts by producing a range of key publications. These materials are tailored to address critical safety topics, enhance understanding of regulatory requirements, and facilitate proactive compliance initiatives among regulated entities. The following sections detail the publications developed by CID and their contributions to SHENA's overarching mission.

PUBLICATION	TOPIC	TOTAL PUBLISHED
Industry Guidance Note (IGN)	<ol style="list-style-type: none"> Requirements of Workplace Safety and Health Officer and Workplace Safety and Health Co-Ordinator First Aid Requirements in a Workplace 	2
Self-Assessment Checklist	<ol style="list-style-type: none"> Self Assessment Checklist: WSH Officer/ Co-Ordinator; and Self Assessment Checklist: First-Aid Requirement at the Workplace 	2
Note to Industry (NTI)	<ol style="list-style-type: none"> Legislation Updates Requirements of Workplace Safety and Health Officer and Workplace Safety and Health Co-Ordinator Investigation Power for Workplace Safety and Health Officer and Workplace Safety and Health Co-Ordinator Course Accreditation Announcement: IOSH Managing Safely and NEBOSH Health and Safety at Work Award Reporting of HSE Performance by Registered Companies E-SHENA Online Registration Portal for New Registration and Renewal of Workplace Safety and Health Officer Online Enquiry and Concern Self-Assessment Checklist: Workplace Safety Health Officer/ Co-Ordinator Change of Email Address for Workplace Safety and Health-related Applications 	9
Workplace Safety and Health Notice (WSHN)	<ol style="list-style-type: none"> Managing Occupational Safety and Health at Workplace during Flash Floods Risks Associated with Filling Portable Jerry Cans and External Containers with Liquid Fuel at Petrol Service Stations Fall from Height, Hazards and Risks Associated with "Work at Height" Activities at Workplaces Concerns on the Rise of Finger Injuries Incidents 	4
Radiation Guideline	<ol style="list-style-type: none"> Guidelines on Radiation Protection Programme (RPP) Requirements 	1
Radiation Technical Note (RTN)	<ol style="list-style-type: none"> Notification on Implementation of Guidelines on Radiation Protection Programme Requirements Notification on E-SHENA Online Registration Portal (ORP) for Radiation License and Worker Registration 	2

INDUSTRY GUIDANCE NOTE (IGN)

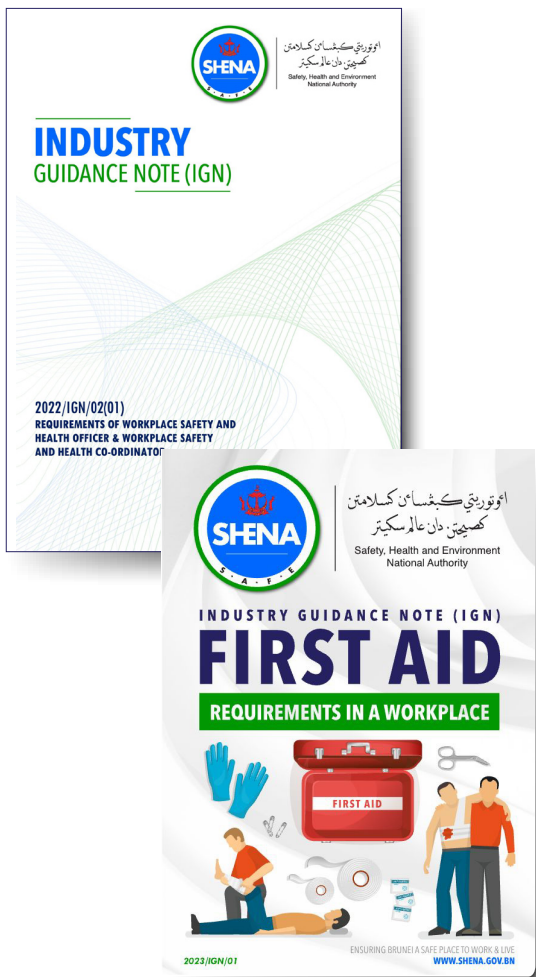
Industry Guidance Note (IGN) issued by the Safety, Health, and Environment National Authority (SHENA) are important publications for promoting and ensuring workplace safety and health practices across various industries in the Brunei Darussalam. These comprehensive documents aim to offer clear and practical advice to organisations, businesses, and individuals on how to comply with relevant regulations and best practices.

SHENA may collaborate with relevant stakeholders in developing IGN. This collaborative approach ensures that the guidelines are practical and relevant, while considering the circumstances of industry. As such, SHENA's IGN are designed to establish standardised guidelines for industries operating in Brunei and providing detailed recommendations based on local, regional and/or international best practices.

These publications aim to assist organisations to understand and meet their legal obligations whilst minimising risks associated with various industrial and sectoral activities. The Authority also often refers to the information contained in IGN during outreach programmes.

During the year, SHENA issued **two (2)** IGN:

- **Requirements of Workplace Safety and Health Officer and Workplace Safety and Health Co-Ordinator**, issued on 4 July 2022, serves as a guidance and reference of any matter pertaining to the registration, qualification, and work experience requirements for WSH Officer and WSH Co-Ordinator. It also ensures a consistent approach in ensuring the competency of WSH Officer and WSH Co-Ordinator to be appointed in the respective organisation to perform his/her legal role under section 28 of the WSHO, 2009.
- **First Aid Requirements in a Workplace** was issued on 2 March 2023 to provide guidance and recommendation for matters pertaining to first aid as stipulated under the WSH (First-Aid) Regulations, 2021, which includes responsibilities of Employer, Occupier and appointed first aider, recommended contents of first aid boxes, first aider training, first aid room, appointment of competent first aiders and working with toxic or corrosive substances. In line with the said regulations, the scope does not apply to any hospital, medical clinic or ambulance setting.




SELF-ASSESSMENT CHECKLIST


Self-Assessment checklist issued by the Authority are crucial tools for ensuring compliance with relevant regulations under SHENA's purview. Employers, employees, occupiers and principals, by systematically reviewing and ticking off items on a checklist, can identify potential compliance gaps. This enables them to take proactive steps to address these issues before they lead to incidents in the workplace. Checklists are also a record of compliance efforts and can serve as valuable educational tools to train employees or individuals on the specific safety and health requirements relevant to their roles or activities.

This checklist may be requested and reviewed by SHENA during any planned inspections or monitoring visits conducted.

Accordingly, during the financial year, SHENA issued **two (2)** self-assessment checklists:

- **Self-Assessment Checklist: WSH Officer/ Co-Ordinator;** and
- **Self-Assessment Checklist: First-Aid Requirement at the Workplace.**

 اوتوري سيكسائيس كورداينان كوميون دان مال سكيور Safety, Health and Environment National Authority		SELF ASSESSMENT CHECKLIST: WSH OFFICER / CO-ORDINATOR		DOC NO.: SHENA/CID/REG/5-204 (REV.1) OCT 2022																																																																									
<p>IMPORTANT</p> <p>This self-assessment checklist is a tool to ensure that Employers, Employees, Occupiers and Principals are aware of the requirements for appointment of Workplace Safety and Health (WSH) Officer or Co-ordinator at the workplace under the Workplace Safety and Health Order, 2009. This checklist only acts as a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of the Employers, Employees, Occupiers and Principals under the law. If you answer 'No', you are advised to fix the gaps or hazards that you have identified at your workplace. You may need to do more than one assessment and you are advised to reassess your workplace as and when required to ensure you maintain a safe workplace at all times.</p> <p>This Checklist does not require submission to SHENA unless SHENA explicitly instructs you to do so. However, a copy of the filled in checklist should be kept by the HSE focal point of your company/organization at all times.</p> <p>For further references on WSH Officer and Co-ordinator, you can refer to the Workplace Safety and Health (Workplace Safety and Health Order) Regulations, 2014, Workplace Safety and Health (Construction) Regulations, 2014 and 2022/IGN/02 (01) on Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-ordinator at SHENA website. SHENA reminds all Employers, Employees, Occupiers and Principals to comply with their legal obligations under the laws of Brunei Darussalam including, but not limited to, the Employment Order, 2009 (S 37/2009) and the Worker's Compensation Act (Chapter 74).</p>																																																																													
<table border="1"> <tr> <td colspan="2">NAME OF COMPANY & ADDRESS</td> <td colspan="4"></td> </tr> <tr> <td colspan="2">PROJECT TITLE (as relevant)</td> <td colspan="4"></td> </tr> <tr> <td colspan="2">WORKSITE ADDRESS (if not the same as company address)</td> <td colspan="4"></td> </tr> <tr> <td>TOTAL NUMBER OF WORKERS AT WORKSITE</td> <td colspan="5">NAME AND PHONE NO OF KEY CONTACT PERSON</td> </tr> <tr> <td>PROJECT / CONTRACT VALUE (for construction work only)</td> <td colspan="5">EMAIL ADDRESS OF KEY CONTACT PERSON</td> </tr> <tr> <td></td> <td colspan="5">EXPECTED DATE OF COMPLETION (for construction work only)</td> </tr> <tr> <td></td> <td>YES</td> <td>NO</td> <td>N/A</td> <td colspan="2">REMARKS/ JUSTIFICATION/ EXPLANATION</td> </tr> </table>						NAME OF COMPANY & ADDRESS						PROJECT TITLE (as relevant)						WORKSITE ADDRESS (if not the same as company address)						TOTAL NUMBER OF WORKERS AT WORKSITE	NAME AND PHONE NO OF KEY CONTACT PERSON					PROJECT / CONTRACT VALUE (for construction work only)	EMAIL ADDRESS OF KEY CONTACT PERSON						EXPECTED DATE OF COMPLETION (for construction work only)						YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION																															
NAME OF COMPANY & ADDRESS																																																																													
PROJECT TITLE (as relevant)																																																																													
WORKSITE ADDRESS (if not the same as company address)																																																																													
TOTAL NUMBER OF WORKERS AT WORKSITE	NAME AND PHONE NO OF KEY CONTACT PERSON																																																																												
PROJECT / CONTRACT VALUE (for construction work only)	EMAIL ADDRESS OF KEY CONTACT PERSON																																																																												
	EXPECTED DATE OF COMPLETION (for construction work only)																																																																												
	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION																																																																									
<table border="1"> <thead> <tr> <th>A</th> <th>WORKPLACE DESCRIPTION</th> <th>YES</th> <th>NO</th> <th>N/A</th> <th>REMARKS/ JUSTIFICATION/ EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Please tick the most appropriate description of your workplace:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>i. Shipyard.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ii. Factory used for processing petroleum or petroleum products.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>iii. Any building operation or work of engineering construction (BOWEC) with contract sum of more than BND 10 million.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>iv. Handling, sorting, packing, storing, processing, or manufacturing of any goods or products with 100 or more workers.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>v. Handling, sorting, packing, storing, processing, manufacturing, use, disposal of any hazardous substance (excluding petroleum or petroleum products as I.II) with 100 or more workers.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>vi. Repair, construction or manufacturing of any vessel or vehicle with 100 or more workers.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>vii. Operation or maintenance of any facility or system related to the provision of any public utility such as road, telecommunication, water supply, etc. or with 100 or more workers.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>viii. Any other Factories as listed in Section 5 (3) WSHO, 2009 with 100 or more workers.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ix. Any building operation or work of engineering construction (BOWEC) with contract sum of less than BND 10 million.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>x. None of the above.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>If you ticked 'yes' on part i-iii, your workplace is legally mandated to appoint a WSH Officer; please proceed to item B.1. If you ticked 'yes' on part ix, your workplace is legally mandated to appoint a WSH Co-ordinator; please proceed to item B.2. If you ticked 'yes' on part x, your workplace does not need to appoint a WSH Officer or WSH Co-ordinator.</p>						A	WORKPLACE DESCRIPTION	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION	1	Please tick the most appropriate description of your workplace:						i. Shipyard.						ii. Factory used for processing petroleum or petroleum products.						iii. Any building operation or work of engineering construction (BOWEC) with contract sum of more than BND 10 million.						iv. Handling, sorting, packing, storing, processing, or manufacturing of any goods or products with 100 or more workers.						v. Handling, sorting, packing, storing, processing, manufacturing, use, disposal of any hazardous substance (excluding petroleum or petroleum products as I.II) with 100 or more workers.						vi. Repair, construction or manufacturing of any vessel or vehicle with 100 or more workers.						vii. Operation or maintenance of any facility or system related to the provision of any public utility such as road, telecommunication, water supply, etc. or with 100 or more workers.						viii. Any other Factories as listed in Section 5 (3) WSHO, 2009 with 100 or more workers.						ix. Any building operation or work of engineering construction (BOWEC) with contract sum of less than BND 10 million.						x. None of the above.				
A	WORKPLACE DESCRIPTION	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION																																																																								
1	Please tick the most appropriate description of your workplace:																																																																												
	i. Shipyard.																																																																												
	ii. Factory used for processing petroleum or petroleum products.																																																																												
	iii. Any building operation or work of engineering construction (BOWEC) with contract sum of more than BND 10 million.																																																																												
	iv. Handling, sorting, packing, storing, processing, or manufacturing of any goods or products with 100 or more workers.																																																																												
	v. Handling, sorting, packing, storing, processing, manufacturing, use, disposal of any hazardous substance (excluding petroleum or petroleum products as I.II) with 100 or more workers.																																																																												
	vi. Repair, construction or manufacturing of any vessel or vehicle with 100 or more workers.																																																																												
	vii. Operation or maintenance of any facility or system related to the provision of any public utility such as road, telecommunication, water supply, etc. or with 100 or more workers.																																																																												
	viii. Any other Factories as listed in Section 5 (3) WSHO, 2009 with 100 or more workers.																																																																												
	ix. Any building operation or work of engineering construction (BOWEC) with contract sum of less than BND 10 million.																																																																												
	x. None of the above.																																																																												

 اوتوري سيكسائيس كورداينان كوميون دان مال سكيور Safety, Health and Environment National Authority		SELF-ASSESSMENT CHECKLIST: FIRST AID REQUIREMENT AT THE WORKPLACE		DOC NO.: SHENA/CID/REG/5-208 (REV.1) MAR 2023																																					
<p>IMPORTANT</p> <p>This self-assessment checklist is a tool to ensure that Employers, Employees, Occupiers and Principals complied on the requirements for the provision of first aid at the workplace under the Workplace Safety and Health Order, 2009 and Workplace Safety and Health (First-Aid) Regulations, 2021. This checklist only acts as a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of the Employers, Employees, Occupiers and Principals under the law. If you answer 'No', you are advised to address the gaps or hazards that you have identified at your workplace. You may need to do more than one assessment and you are advised to reassess your workplace as and when required to ensure you always maintain a safe workplace.</p> <p>This Checklist does not require submission to SHENA unless SHENA explicitly instructs you to do so. However, a copy of the filled in checklist should be kept by the HSE focal point of your company/organization at all times.</p> <p>For further references on First Aid, you can refer to the Workplace Safety and Health (First-Aid) Regulations, 2021, and 2023/IGN/02 on Requirements of First Aid at SHENA website. SHENA reminds all Employers, Employees, Occupiers and Principals to comply with their legal obligations under the laws of Brunei Darussalam including, but not limited to, the Employment Order, 2009 (S 37/2009) and the Worker's Compensation Act (Chapter 74).</p>																																									
<table border="1"> <tr> <td colspan="2">NAME OF COMPANY & OFFICE ADDRESS</td> <td colspan="4"></td> </tr> <tr> <td colspan="2">PROJECT TITLE (as relevant)</td> <td colspan="4"></td> </tr> <tr> <td colspan="2">WORKPLACE ADDRESS (if not the same as company address)</td> <td colspan="4"></td> </tr> <tr> <td>TOTAL NUMBER OF WORKERS AT WORKPLACE/ELIGIBLE FOR THIS FORM</td> <td colspan="5">NAME AND PHONE NO. OF KEY CONTACT PERSON</td> </tr> <tr> <td></td> <td colspan="5">EMAIL ADDRESS OF KEY CONTACT PERSON</td> </tr> <tr> <td></td> <td>YES</td> <td>NO</td> <td>N/A</td> <td colspan="2">REMARKS/ JUSTIFICATION/ EXPLANATION</td> </tr> </table>						NAME OF COMPANY & OFFICE ADDRESS						PROJECT TITLE (as relevant)						WORKPLACE ADDRESS (if not the same as company address)						TOTAL NUMBER OF WORKERS AT WORKPLACE/ELIGIBLE FOR THIS FORM	NAME AND PHONE NO. OF KEY CONTACT PERSON						EMAIL ADDRESS OF KEY CONTACT PERSON						YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION	
NAME OF COMPANY & OFFICE ADDRESS																																									
PROJECT TITLE (as relevant)																																									
WORKPLACE ADDRESS (if not the same as company address)																																									
TOTAL NUMBER OF WORKERS AT WORKPLACE/ELIGIBLE FOR THIS FORM	NAME AND PHONE NO. OF KEY CONTACT PERSON																																								
	EMAIL ADDRESS OF KEY CONTACT PERSON																																								
	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION																																					
<table border="1"> <thead> <tr> <th>A</th> <th>WORKPLACE DESCRIPTION</th> <th>YES</th> <th>NO</th> <th>N/A</th> <th>REMARKS/ JUSTIFICATION/ EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Please tick the most appropriate description of your workplace:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>i. Workplace dealing with machinery, equipment, or hazardous substance.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ii. Workplace which has 25 or more employees.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>iii. Hospital, medical clinic, and ambulance.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>If you ticked 'yes' on part i, your workplace is legally mandated to appoint at least 1 First Aider regardless of the number of employees. If you ticked 'yes' on part ii, your workplace is legally mandated to appoint a First Aider, with a minimum ratio of 1 for every 50 persons employed. If you ticked 'no' on part i & ii, your workplace is recommended to appoint a First Aider. If you ticked 'yes' on part iii, the Workplace Safety Health (First-Aid) Regulations, 2021 does not apply to these workplaces.</p>						A	WORKPLACE DESCRIPTION	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION	1	Please tick the most appropriate description of your workplace:						i. Workplace dealing with machinery, equipment, or hazardous substance.						ii. Workplace which has 25 or more employees.						iii. Hospital, medical clinic, and ambulance.										
A	WORKPLACE DESCRIPTION	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION																																				
1	Please tick the most appropriate description of your workplace:																																								
	i. Workplace dealing with machinery, equipment, or hazardous substance.																																								
	ii. Workplace which has 25 or more employees.																																								
	iii. Hospital, medical clinic, and ambulance.																																								
<table border="1"> <thead> <tr> <th>B</th> <th>PROVISION OF FIRST-AID BOXES</th> <th>YES</th> <th>NO</th> <th>N/A</th> <th>REMARKS/ JUSTIFICATION/ EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>There is sufficient first-aid box at each floor of the building in a workplace.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>First aid box provided in the workplace is:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>i. Adequately equipped.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ii. Properly maintained.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>iii. Frequently checked and ensure all items are usable.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						B	PROVISION OF FIRST-AID BOXES	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION	2	There is sufficient first-aid box at each floor of the building in a workplace.					3	First aid box provided in the workplace is:						i. Adequately equipped.						ii. Properly maintained.						iii. Frequently checked and ensure all items are usable.				
B	PROVISION OF FIRST-AID BOXES	YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION																																				
2	There is sufficient first-aid box at each floor of the building in a workplace.																																								
3	First aid box provided in the workplace is:																																								
	i. Adequately equipped.																																								
	ii. Properly maintained.																																								
	iii. Frequently checked and ensure all items are usable.																																								

NOTE TO INDUSTRY (NTI)

Note to Industry (NTI) are used by SHENA as a communication tool to stakeholders. NTI typically announce new and amendments to regulatory requirements and expectations, as well as to notify new or amended publications. Accordingly, during the financial year, SHENA had published a total of **nine (9)** NTI:

ISSUE DATE	TOPIC	PURPOSE
19 April 2022	Legislation Updates	Notice to stakeholders to inform the revision of the Safety, Health and Environment National Authority Order, 2018 to Safety, Health and Environment National Authority Act, Chapter 227, and of the Radiation Protection Order, 2018 to Radiation Protection Act, Chapter 228.
4 July 2022	Requirements of Workplace Safety and Health Officer and Workplace Safety and Health Co-Ordinator	Reminder to stakeholders of the legal requirements for the appointment of Workplace Safety and Health Officer (WSH Officer) and Workplace Safety and Health Co-Ordinator (WSH Co-Ordinator) as stipulated under the Workplace Safety and Health Order, 2009 and its regulations as well as to outline the administrative conditions of these appointments as set by SHENA.
27 July 2022	Investigation Power for Workplace Safety and Health Officer and Workplace Safety and Health Co-Ordinator	This NTI supplements the previous NTI published, with a focus on the power to investigate any accident, dangerous occurrence or occupational disease that occurred within the workplace/worksite.
25 August 2022	Course Accreditation Announcement: IOSH Managing Safely and NEBOSH Health and Safety at Work Award	Notification to stakeholders that the IOSH Managing Safely course and NEBOSH Health and Safety at Work Award course, which are the minimum qualification for Workplace Safety and Health Co-Ordinator, have been accredited by the Brunei Darussalam National Accreditation Council (BDNAC).
16 September 2022	Reporting of HSE Performance by Registered Companies	Notification to request all duly registered companies with the Registrar of Companies and Business Names to submit an HSE performance report, as part of SHENA's efforts to continuously monitor and assess the progress on the development of HSE culture of companies in Brunei Darussalam and to demonstrate compliance to the Workplace Safety and Health Order, 2009.
5 October 2022	E-SHENA Online Registration Portal for New Registration and Renewal of Workplace Safety and Health Officer	Announcement to submit new and renewal applications for Workplace Safety and Health Officer using the E-SHENA online registration portal.
26 October 2022	Online Enquiry and Concern	Notification to inform stakeholders about the new Enquiry and Concern Page featured on the SHENA website.
27 October 2022	Self-Assessment Checklist: Workplace Safety Health Officer/ Co-Ordinator	SHENA has developed this Self-Assessment Checklist as a minimum guidance on the need to appoint WSH Officer/ Co-Ordinator at the workplace, as well as to check the execution of the legal duties and powers of the WSH Officer/ Co-Ordinator.
27 February 2023	Change of Email Address for Workplace Safety and Health-related Applications	Notification to stakeholders about the new email address for correspondences on Workplace Safety and Health (WSH) related applications.

WORKPLACE SAFETY AND HEALTH NOTICE (WSHN)

Workplace Safety and Health Notice (WSHN) serve as a vital communication tool to inform stakeholders, including the public about critical workplace safety and health precautions and recommendations. WSHN may also be developed in response to workplace incidents for the purpose of sharing and learning from incidents. WSHN are designed to be straightforward, easy to understand and can be utilised to reflect industry-specific safety and health practices.

During the financial year, SHENA published a total of **four (4)** Workplace Safety and Health Notice:

ISSUE DATE	TOPIC	PURPOSE
26 August 2022	Managing Occupational Safety and Health at Workplace during Flash Floods	Informing stakeholders to be aware of the associated risks and take the necessary safety precautions against flash floods which may lead to certain hazards to people, asset and the environment.
8 November 2022	Risks Associated with Filling Portable Jerry Cans and External Containers with Liquid Fuel at Petrol Service Stations	This WSHN developed as a sharing from an incident that was reported to SHENA. It reminds stakeholders to be aware of the risks associated with filling portable jerry cans and external containers such as 200L steel drums with liquid fuel at petrol service stations and to take the necessary safety precautions to avoid fires from occurring at these workplaces, which can cause serious injuries, and create fire and/or explosions.
20 February 2023	Fall from Height, Hazards and Risks Associated with “Work at Height” Activities at Workplaces	The WSHN highlights the top three areas of concern for working at height activities, and reminds stakeholders of the importance of risk management, workers competency and role of management in addressing these issues.
6 March 2023	Concerns on the Rise of Finger Injuries Incidents	A reminder to stakeholders to be aware of work activities that can lead to finger injuries and to take the necessary safety precautions to avoid finger injury incidents in the workplace.

RADIATION GUIDELINE

Radiation Guideline are documents created by SHENA to provide recommendations and guidance for applicants who wish to conduct any or all types of radiation activities in Brunei Darussalam or existing Licensee on how to comply with the legal and regulatory requirements.

During the financial year, SHENA only issued **one (1)** Radiation Guideline on 7 July 2022 entitled **Guidelines on Radiation Protection Programme (RPP) Requirements**. This document serves as a guideline for radiation licensee or applicants on the development of a RPP which outlines the minimum regulatory requirements in developing the RPP, comprising the safety, security, and emergency aspects of the radiation activity to be conducted.

RADIATION TECHNICAL NOTE (RTN)

Radiation Technical Note (RTN) serves as a notification to stakeholders who have dealings and engagements with SHENA with respect to radiation matters.

During the financial year, SHENA published **two (2)** RTN:

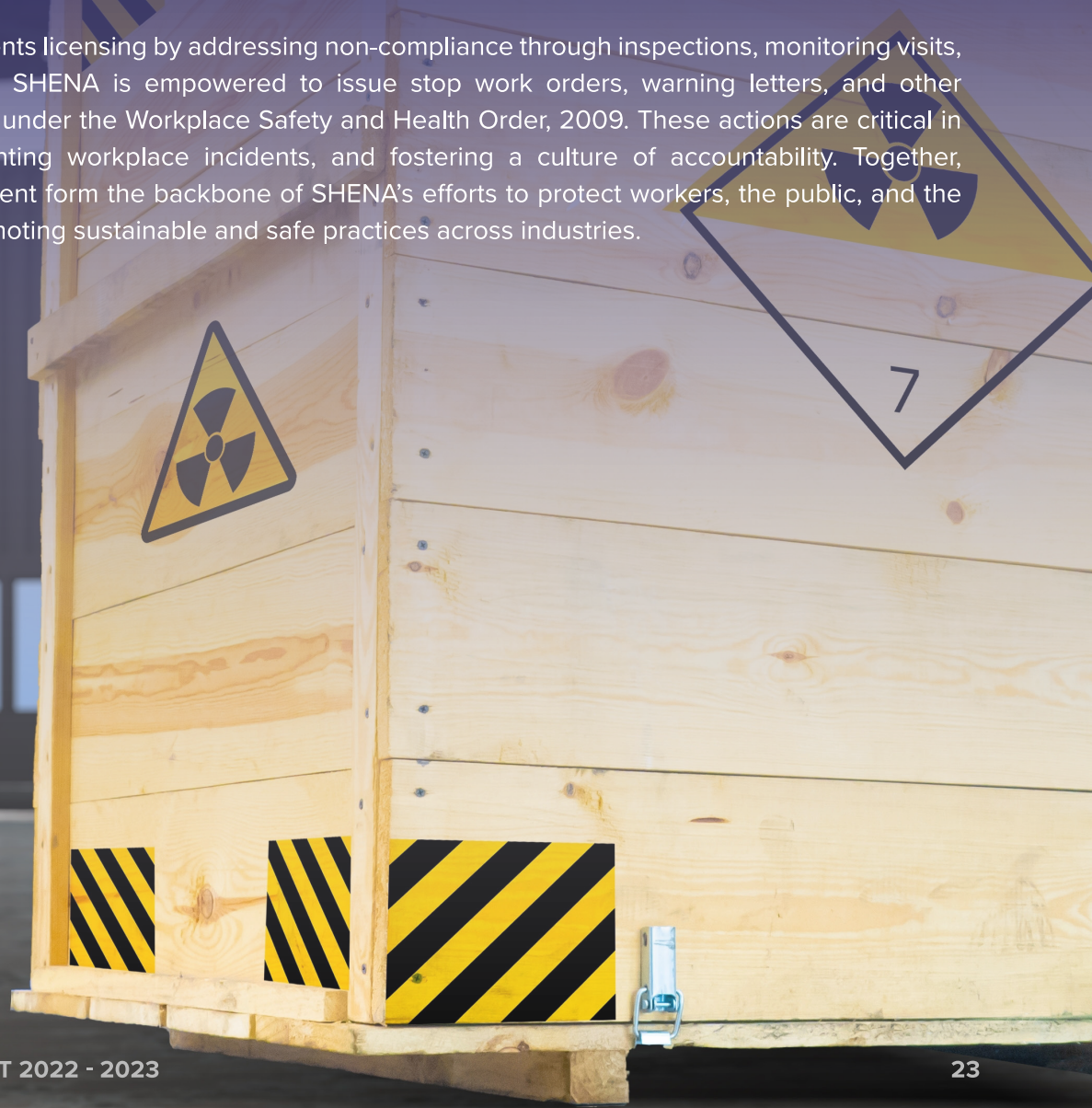
ISSUE DATE	TOPIC	PURPOSE
7 July 2022	Notification on Implementation of Guidelines on Radiation Protection Programme Requirements	An update to relevant stakeholders with respect to the release of Guidelines on Radiation Protection Programme (RPP) Requirements Revision 1.
4 July 2022	Notification on E-SHENA Online Registration Portal (ORP) for Radiation License and Worker Registration	An update to relevant stakeholders to utilise the E-SHENA ORP for the submission of radiation license and workers application.

LICENSING & ENFORCEMENT

Licensing and enforcement are fundamental to SHENA's mandate of ensuring workplace safety, health, and environmental compliance across Brunei Darussalam. These functions are underpinned by robust legal frameworks, including the **Workplace Safety and Health Order, 2009** and the **Radiation Protection Act, 2018**, which empower SHENA to regulate and oversee activities in high-risk industries. These legislations provide the authority to issue licenses, conduct inspections, and enforce compliance measures, ensuring that organisations meet the required safety and health standards.

The licensing process ensures that only qualified individuals and entities are authorised to operate in regulated areas, such as radiation use, workplace safety coordination, and third-party inspections. For instance, the Radiation Protection Act mandates the licensing of radiation sources and workers, as well as the approval of import/export permits for radiation-related materials. This ensures that all activities involving radiation are conducted safely and in compliance with established standards.

Enforcement complements licensing by addressing non-compliance through inspections, monitoring visits, and corrective actions. SHENA is empowered to issue stop work orders, warning letters, and other enforcement measures under the Workplace Safety and Health Order, 2009. These actions are critical in mitigating risks, preventing workplace incidents, and fostering a culture of accountability. Together, licensing and enforcement form the backbone of SHENA's efforts to protect workers, the public, and the environment while promoting sustainable and safe practices across industries.



LICENSING & REGISTRATION

SHENA has continued its commitment to building a culture of safety and health, as well as radiation protection, by actively licensing, registering, and authorising qualified personnel and organisations. These efforts are vital in ensuring that all regulated parties comply with established safety standards under the **Workplace Safety and Health Order, 2009** and the **Radiation Protection Act, 2018**. By overseeing these critical licensing and registration functions, SHENA ensures that industries across the nation operate in a safe, compliant, and sustainable manner.

During the financial year, SHENA successfully licensed and registered new personnel and entities to expand its reach and influence across key sectors. These activities support SHENA's mission to foster accountability and professionalism while equipping industries with the expertise necessary for maintaining high standards of workplace safety and radiation protection. The following table provides a detailed summary of the number of licenses, registrations, and authorisations processed during this period, underscoring SHENA's proactive role in regulatory oversight and stakeholder engagement.

This initiative not only strengthens compliance but also contributes to the promotion of a safer and healthier work environment nationwide.



ENFORCEMENT LEGAL NOTICE

As part of its commitment to maintaining compliance with safety and health regulations, SHENA issued a total of **forty (40)** legal notices during the FY 2022/2023. These notices served as critical enforcement tools to address non-compliance and drive corrective actions. By the end of the financial year, **seventeen (17)** of these legal notices were successfully lifted following the rectification of identified issues. However, **three (3)** stop work orders (SWO) were found to have been breached (**one (1)** of the stop work order was submitted to Attorney General's Chambers (AGC) for prosecution), **one (1)** notice was voided, and the remaining **eighteen (18)** legal notices are still under active monitoring, with close-out actions scheduled beyond March 2023. These measures underscore SHENA's proactive approach to ensuring regulatory adherence and mitigating risks in workplaces.

STOP WORK ORDER

SHENA issued a total of **sixteen (16)** stop work orders (SWO). These orders were based on significant findings from a variety of sources, including regulatory inspections and monitoring visits led by the Enforcement Division, as well as activities conducted by the Investigation and Response Division. The issuance of SWO reflects SHENA's stringent response to severe non-compliance issues that pose immediate risks to workplace safety and operational integrity. By deploying these orders, SHENA reinforces its commitment to prompt remedial action and signals to stakeholders the critical importance of maintaining high safety standards across all sectors.

STOP WORK ORDER ISSUED FY 2022 APRIL - 2023 MARCH

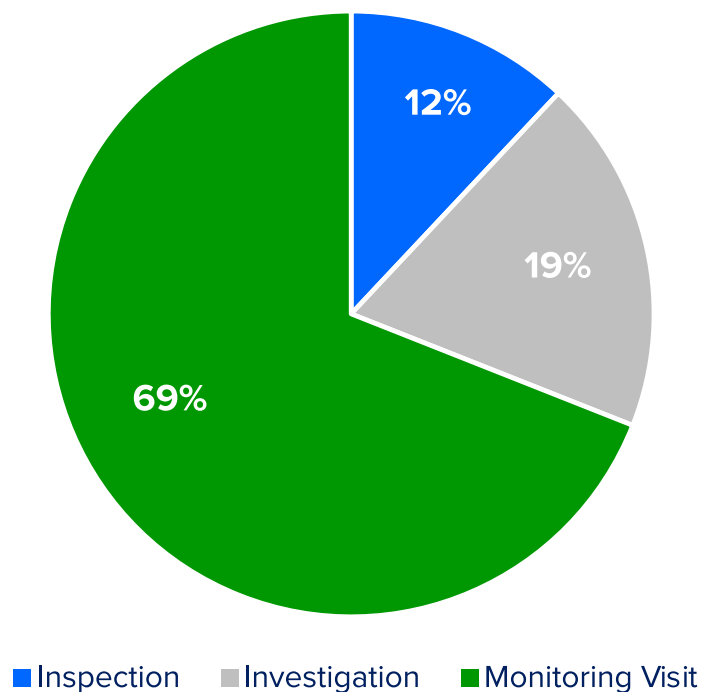


Figure 6 Stop Work Order

REMEDIAL ORDER

SHENA issued a total of **twenty-three (23)** remedial orders in response to non-compliance and safety deficiencies identified during its regulatory oversight activities. These orders were a direct result of comprehensive findings arising from enforcement actions, including regulatory inspections, monitoring visits, and investigations conducted by the Investigation and Response Division.

The majority of these remedial orders—approximately 58%—stemmed from regulatory inspections, underscoring the vital role that routine on-site evaluations play in uncovering areas for improvement. Following inspections, a significant portion of remedial orders were issued based on findings from monitoring visits, with additional orders emerging from the outcomes of targeted investigations. This tiered approach allows SHENA to implement corrective actions swiftly and effectively across varying levels of risk and complexity.

By issuing these remedial orders, SHENA reaffirms its commitment to upholding the highest standards of workplace safety and compliance. The remedial orders not only enforce immediate corrective measures where necessary but also drive long-term improvements and preventive actions within the regulated sectors. This systematic approach ensures that safety standards are continuously monitored, evaluated, and enhanced in alignment with SHENA's overarching mission to protect public health and the environment.



WARNING LETTER ISSUED FY 2022 APRIL - 2023 MARCH

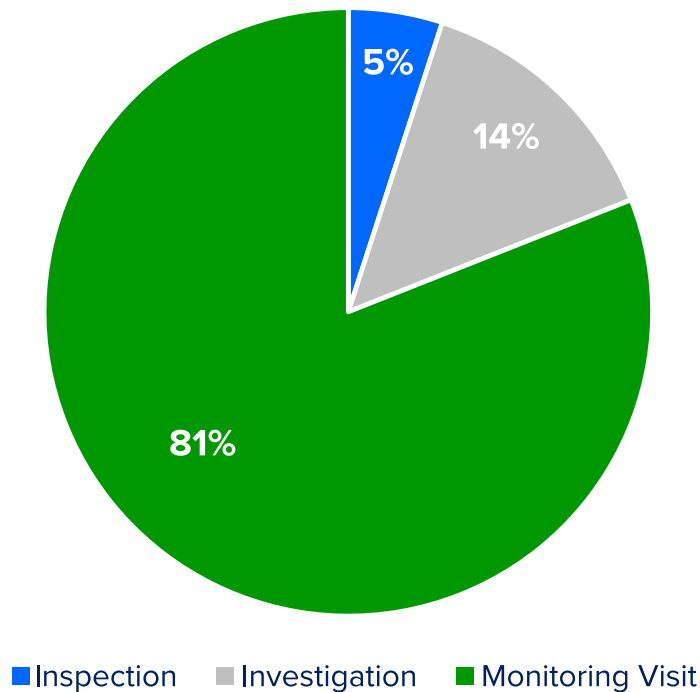


Figure 7 Warning Letter Issued

WARNING LETTER

SHENA issued a total of **thirty-six (36)** warning letters as part of its comprehensive enforcement strategy. These letters represent a measured enforcement action aimed at addressing non-compliance issues and guiding regulated entities towards prompt corrective measures. By issuing warning letters, SHENA seeks to draw attention to areas of concern before more severe enforcement actions become necessary, thereby promoting a proactive approach to compliance and safety enhancement.

Notably, a significant majority of these warning letters—approximately 81%—were issued as a result of concerns identified during monitoring visits. This high percentage underscores the effectiveness of SHENA's monitoring regime in uncovering potential safety hazards and procedural deficiencies in a timely manner. The focus on monitoring visits as a primary source for issuing warning letters highlights SHENA's commitment to continuous oversight and its proactive stance in averting potential incidents by addressing non-compliance at an early stage.

Overall, warning letters remain an integral component of SHENA's enforcement toolkit. They not only facilitate immediate corrective actions but also contribute to a broader culture of accountability and continuous improvement across regulated sectors. This approach ensures that safety standards are maintained and that all stakeholders are well-informed of their obligations under the established regulatory framework.

SAFETY CASE AND NOTIFICATION SUBMISSION

In alignment with the **WSH (Control of Major Accident Hazard) Regulations, 2013**, Safety Case have emerged as a critical instrument for demonstrating that high-risk facilities—such as those in the oil, gas, and petrochemical sectors—are operated with safety risks maintained as low as reasonably practicable. The regulations outline a framework for what constitutes a major accident hazard, including occurrences like loss of containment, fire, explosion, major structural damage, or any event that could result in serious harm to human health, property, or the environment. These rigorous requirements form the basis upon which Safety Cases are developed, ensuring that every facet of hazardous operations is scrutinised and managed effectively.



A Safety Case is a comprehensive document produced by the operator—commonly referred to as the Duty Holder—that evidences the facility’s ability to operate safely amidst complex risk scenarios. Such a document typically covers several key areas:

- 1 MAJOR ACCIDENT HAZARD ASSESSMENT**
Evaluates potential catastrophic events resulting from operations.
- 2 INVENTORIES AND PROPERTIES OF HAZARDOUS SUBSTANCES**
Details and quantifies the materials present that could pose a risk.
- 3 DESCRIPTION OF FACILITY**
Provides a holistic view of the facility’s structure and operations.
- 4 SAFETY CRITICAL PEOPLE, PROCEDURES, AND EQUIPMENT**
Identifies and outlines the critical elements required to maintain safe operations.
- 5 COMBINED OPERATIONS**
Addresses any interrelated operational aspects that may impact safety.
- 6 WORKFORCE CONSULTATION PROCESS**
Ensures that the input of employees and stakeholders is incorporated into safety planning.
- 7 ONSITE EMERGENCY RESPONSE**
Details immediate action plans to mitigate adverse events within the facility.
- 8 OFFSITE EMERGENCY RESPONSE**
Outlines coordinated efforts with external agencies in the event of an incident.
- 9 SAFETY AND HEALTH MANAGEMENT SYSTEM**
Ensures Duty Holders have a clear, effective, and continuously improving safety and health management system that defines responsibilities, manages changes, conducts audits, and keeps risks under control.

The term **Duty Holder** refers to the person who manages and exercises direct control over a facility. This definition extends to those proposing to control a facility under construction or to parties responsible for its design and construction, as well as to individuals managing operations such as drilling in oil and gas contexts.

Complementing Safety Cases, Notification Submissions provide a dynamic channel for operators to keep SHENA informed of any significant changes in operational hazards, control measures, or emergency preparedness strategies. This continuous flow of information ensures that SHENA remains updated on the evolving risk profiles and can intervene promptly if new vulnerabilities emerge. Together, Safety Cases and Notification Submissions form an integral part of a proactive, risk-based regulatory framework that underscores SHENA's commitment to safeguarding public health and environmental integrity.

The financial year saw the authorisation of the following COMAH Safety Cases and Notifications:

SAFETY CASE CERTIFICATIONS / NOTIFICATIONS FY APRIL 2022 - MARCH 2023

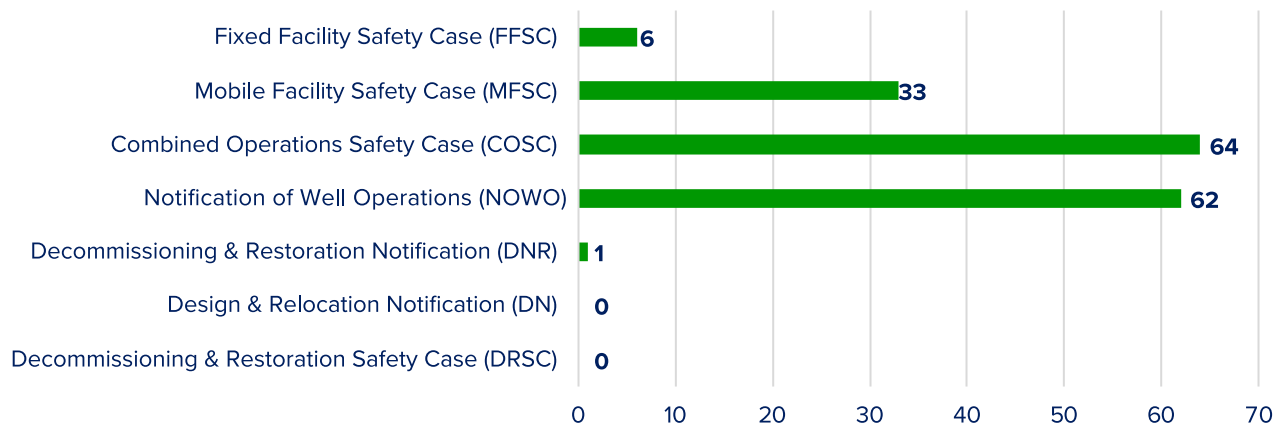


Figure 8 Safety Case Certifications / Notifications



OUTREACH PROGRAMMES

SHENA's Outreach Programmes are designed to actively engage stakeholders and the public, building a positive image while fostering a proactive safety and health mindset. These initiatives aim to clearly communicate the key concepts and obligations of the relevant legislation that underpin our regulatory framework. By educating and empowering communities, SHENA ensures that both industry players and the broader public are well-informed about their roles in upholding workplace safety, health standards, and environmental protection.

Our outreach efforts employ a dynamic range of platforms to disseminate vital information. Interactive talks, forums, and stakeholder consultations create spaces for meaningful dialogue and knowledge exchange. Additionally, the publication of Industry Guidance Note (IGN), Note to Industry (NTI), and various other educational materials further reinforce our commitment to transparency and ongoing awareness. An active presence on social media also extends our reach, ensuring the message of safety, compliance, and shared responsibility resonates across all levels of society.



OUTREACH PROGRAMME TO YAYASAN MANAGEMENT

16 MARCH 2022

To conduct an awareness to the management, SHENA presented on SHENA's roles, legislation and WSH Committee specifically.

UNN SAFETY DAY

28 JULY 2023

SHENA was invited as one of the exhibitors at the UNN Safety Day held at Sumbangsih Function Hall. SHENA CID showcased legal requirements under the WSHO, 2009 and its regulations.

MISC ENERGY LAUNCHING EVENT FOR ILEAP AND SKILLSHUB PROGRAMMES

22 AUGUST 2022

SHENA was invited by the Manpower and Industry Steering Committee (MISC) Energy as one of the exhibitors in the launching event for iLEAP and SkillsHub programmes held at V Plaza, Kuala Belait.

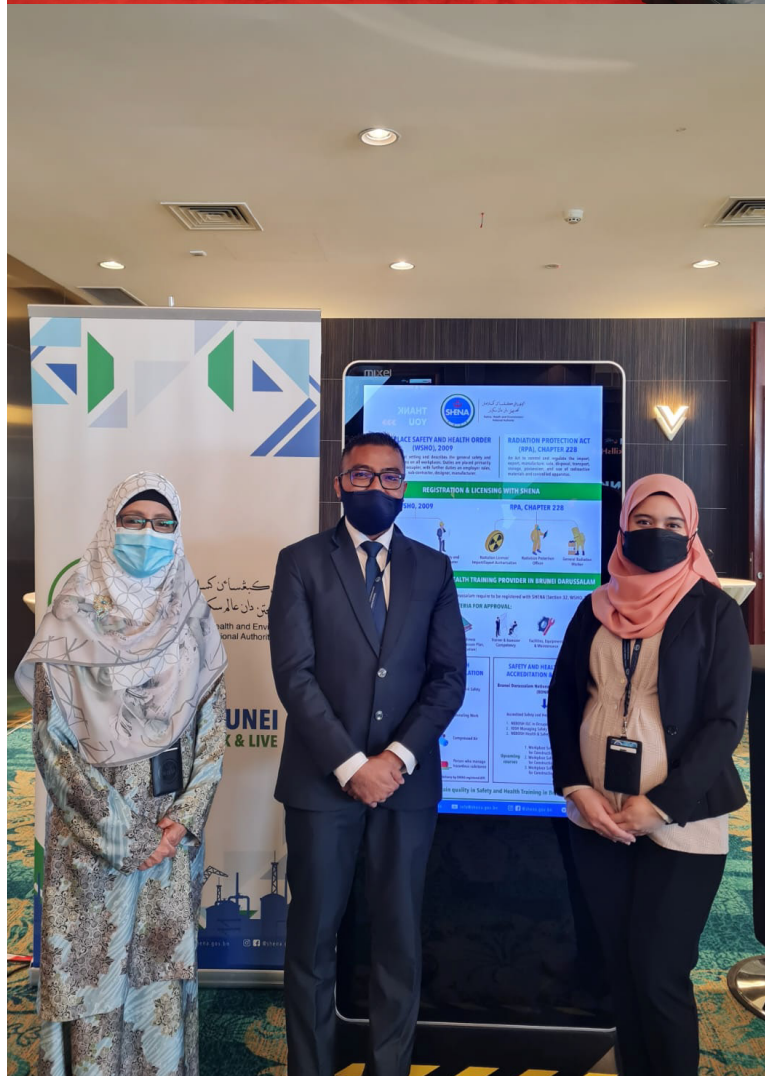
SHENA, attended by CID, presented high-level information on SHENA's legal purview of workplaces in Brunei Darussalam, with a focus on the importance of training and building competent workers in the workforce.

RAISING AWARENESS TO THE DEPARTMENT OF ENVIRONMENT, PARKS AND RECREATION (BELAIT BRANCH)

23 AUGUST 2022

SHENA held an awareness talk entitled *Taklimat Keselamatan dan Kesihatan di Tempat Kerja* to the staff of DEPR, Belait branch.

The talk was delivered by representatives from EFD, CID and IRD which touched on SHENA's introduction and functions, with a focus on enforcement activities, importance of compliance and incident reporting for workplaces.





WORLD FIRST AID DAY 2022 **12 SEPTEMBER 2022**

SHENA was invited by the Brunei Darussalam Red Crescent Society as one of the speakers and exhibitors for the World First Aid Day held at Baiduri Bank Headquarters.

The presentation and exhibition provide important details under the WSH (First-Aid) Regulations, 2021 as well as to notify participants of the publication of SHENA's IGN on the First Aid Requirements at the Workplace.

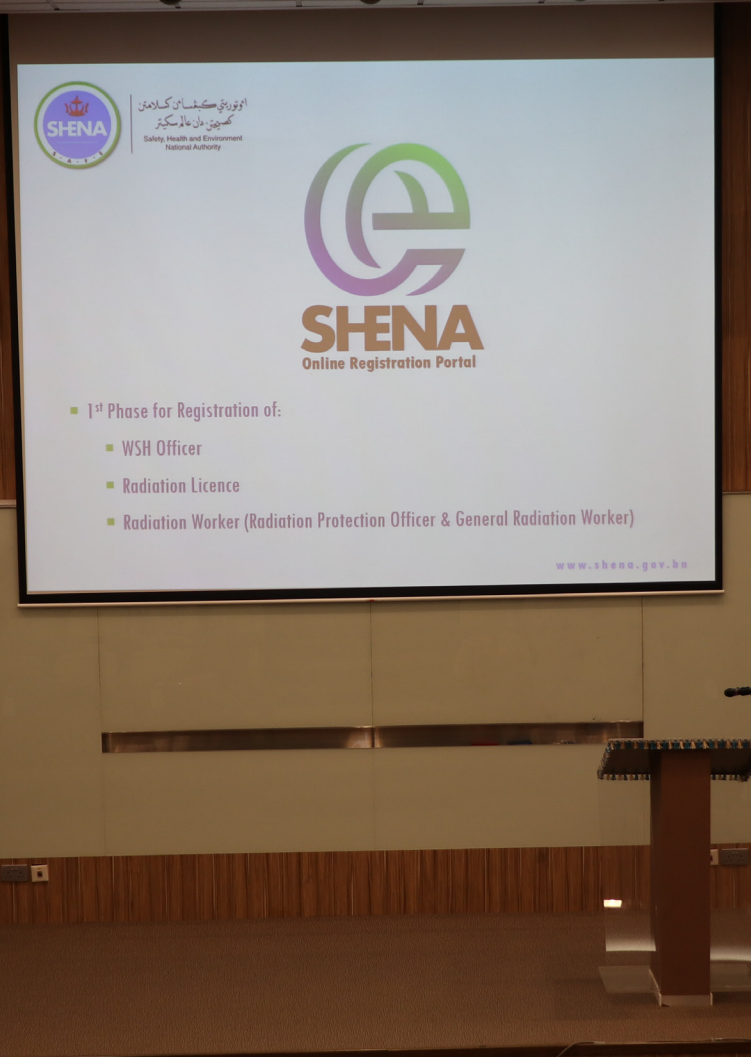
SOCIALISATION OF THE E-SHENA ONLINE REGISTRATION PORTAL (ORP) FOR WSH OFFICER MODULE **13 SEPTEMBER 2022**

The Registry and Licensing Unit, CID conducted two sessions on 13 September 2022 to WSH Officers and the organisations' focal points regarding the use and functions of the E-SHENA ORP.

SOCIALISATION OF AUTHORISED EXAMINERS FOR LIFTING EQUIPMENT **19 SEPTEMBER 2022**

CID conducted a socialisation at the D&T Auditorium to relevant stakeholders, which included Public Works Department, Board of Architect, Professional Engineer and Quantity Surveyor (BAPEQS), Third-Party Inspection Agencies for Lifting Equipment, and Lift Service Providers.

The purpose of the socialisation was inform stakeholders of the legal framework relating to Authorised Examiners and provide updates on the registration process.



SOCIALISATION OF E-SHENA ONLINE REGISTRATION PORTAL (ORP) FOR RADIATION MODULE 20 SEPTEMBER 2022

Effective on 14 December 2022, Radiation Licensees and applicants are required to submit radiation applications including new, renewal and amendment of radiation license and registration of radiation workers to SHENA via the ESHENA Online Registration Portal (ORP). A virtual socialisation aims at Licensee's RPO and focal points regarding the implementation of the E-SHENA ORP for the Radiation Module was held.

CONSTRUCTION SITES FOR PROJECT SAFETY AND HEALTH PLAN – DIALOGUE SESSION WITH CONTRACTORS 8 DECEMBER 2022

JKR organised the abovementioned event whereby SHENA was invited to present the Workplace Safety and Health requirements and compliance. This was initiated by HSE Department, JKR which is basically inviting most of the head of department across JKR to understand on the legal requirements of the workplace safety and health in the construction sites.

AWARENESS TO KUMPULAN GERAKAN TENTERA UDARA DIRAJA BRUNEI 12 DECEMBER 2022

A total of thirty (30) personnel from No. 2 Wing, Royal Brunei Air Force (RBAirF), visited the Safety, Health and Environment National Authority (SHENA) in Kampong Anggerek Desa. The visit was organised by the No. 2 Wing Occupational Health and Safety (OHS) Committee, led by Major (U) Muhammad Adib bin Muhammad Abidin, Officer Commanding 236 Squadron.

The visit aimed to raise awareness on workplace accident prevention, strengthen safety culture, and learn best practices in health and safety. This year, SHENA carries the theme **Act Together to Build a Positive Safety and Health Culture.**





LAUNCHING OF SHENA'S INDUSTRY GUIDANCE NOTE (IGN) ON THE REQUIREMENTS OF FIRST AID 21 MARCH 2023

SHENA organised a launching event to socialised SHENA's IGN to Government and industry stakeholders, including distribution of IGN booklets. The launching was held at D&T Auditorium.

RAISING AWARENESS TO OFFICERS OF MINISTRY OF EDUCATION (MOE) 22 MARCH 2023

SHENA was invited by MOE to conduct an awareness entitled *Taklimat Mengenai Kesedaran Terhadap Kesihatan dan Keselamatan di Tempat Kerja* to MOE Officers focusing on WSH compliance and requirements relating to educational institution setting. Presenters were representatives from HSE Unit, MOE and SHENA.



COLLABORATION WITH AGENCIES & INDUSTRY

Collaboration with agencies and industry is a cornerstone of SHENA's strategy to elevate safety standards and foster a culture of continuous improvement. By forging robust partnerships with regulatory bodies, industry leaders, and other key stakeholders, SHENA not only enhances its capacity for effective oversight but also creates a collaborative platform for sharing best practices and knowledge. This collective effort is integral in aligning industry practices with regulatory expectations, ensuring that safety, health, and environmental standards are met consistently. Through joint initiatives, consultations, and targeted programmes, SHENA is working alongside its partners to drive innovation, build trust, and secure a sustainable future for everyone involved.

In the financial year, the EFD conducted **five (5)** joint inspections alongside other agencies and authorities. These collaborative inspections were designed not only to pool expertise and resources but also to ensure that varied perspectives contribute to a more comprehensive enforcement approach in line with each agency's respective mandates.

This collaborative approach provides a valuable platform for knowledge sharing and the exchange of best practices. During joint inspections, teams work together to identify non-compliance by cross-referencing observations and recommendations, thereby ensuring that each entity's insights are considered. Such synergy enhances the overall effectiveness of the regulatory process, enabling SHENA and its partners to deliver consistent, robust safety and health oversight while strengthening trust and mutual accountability among stakeholders.



MANAGING SAFETY AT RETAIL STATIONS

In addition to the consolidated joint inspections, SHENA has pursued targeted collaborative efforts to enhance safety at retail stations. On 18 August 2022, representatives from the CID engaged in a focused meeting with Brunei Shell Marketing (BSM) and the Petroleum Authority (PA) to address safety concerns at petrol stations. This meeting underscored the importance of a unified approach in managing risks inherent to retail fuel operations.

Several strategic initiatives emerged from this meeting. Firstly, it was agreed that joint visits by BSM, PA, and SHENA to petrol stations would be conducted to ensure compliance with safety standards. Secondly, SHENA is set to develop and publish a Workplace Safety and Health Notice (WSHN) on the risks associated with filling portable jerry cans and external containers with liquid fuel at petrol service stations, providing much-needed guidance to mitigate hazardous practices. Lastly, the agencies identified the potential for an outreach programme specifically aimed at raising workplace safety and health awareness among petrol station workers. This collaborative activity reinforces SHENA's commitment to broadening regulatory oversight and ensuring robust safety measures across various sectors that impact public wellbeing.

PROMOTIONAL RADIO VIDEO CLIPS ON WORKPLACE SAFETY

Further enhancing its outreach efforts, on 22 August 2022, representatives from the CID engaged with Radio Televisyen Brunei (RTB) to develop and broadcast promotional radio video clips on workplace safety. This initiative is designed to extend SHENA's reach to a wider audience, effectively communicating its regulatory mandate, which includes enforcing the **Workplace Safety and Health Order, 2009** and the **Radiation Protection Act, Chapter 228**. By leveraging the influential platform of RTB, SHENA aims to raise public awareness about safety standards, encourage best practices, and empower stakeholders with the necessary information to uphold safety and regulatory compliance. This media collaboration not only enhances SHENA's public image but also reinforces its commitment to fostering a culture of safety across industries and communities.

PRELIMINARY DISCUSSION TO ESTABLISH NATIONAL CHEMICAL MANAGEMENT COMMITTEE (NCCM)

On 25 August 2022, SHENA, through the CID, initiated preliminary discussions with the National Standard Centre, under the Ministry of Finance and Economy (MOFE), to explore the establishment of a National Chemical Management Committee (NCCM). This initiative reflects SHENA's commitment to strengthening chemical safety across the nation by bringing together key stakeholders involved in chemical management, including the Ministry of Health, JASTRe, and the Ministry of Primary Resource and Tourism (MPRT).

A follow-up engagement was conducted on 12 September 2022, during which the Ministry of Health presented the Poisons Act (Chapter 114) to provide deeper insights into its relevance for setting up the NCCM. This discussion helped clarify the legislative framework and the necessary regulatory alignments required for effective chemical management at the national level. While the establishment of the committee is still under deliberation and awaits further direction from higher management, these initial discussions mark an important step towards consolidating efforts and fostering a more coordinated approach to chemical safety and management in the country.



HIV MANAGEMENT AT THE WORKPLACE

On 19 September 2022, SHENA was invited to participate in a meeting alongside representatives from the BDAIDS Council, the Health Promotion Centre, and the Department of Labour, with the aim of developing a comprehensive guidance document on HIV Management at the Workplace. This initiative was envisioned to address the unique challenges faced by employees affected by HIV, fostering an inclusive and supportive work environment while ensuring adherence to applicable health and safety standards. Although the initial discussions were promising and highlighted the importance of such a collaborative effort, the guidance document has not yet materialised, pending further high-level discussions. SHENA remains committed to exploring and supporting initiatives that enhance workplace health management, including the effective handling of HIV-related issues, in order to promote a safer and more informed working environment.



DEMARCATIION OF DUTIES UNDER THE ASEAN OSHNET WORKPLAN 2021-2025

In December 2022, SHENA proactively submitted a letter to the Department of Labour to clearly delineate its roles in alignment with the ASEAN OSHNET Workplan 2021-2025. The letter detailed activities within SHENA’s purview, highlighted areas beyond its scope—such as compensation and HIV management—and identified collaborative domains, including inspections, where joint efforts could be enhanced. This matter was subsequently elevated to the Ministry of Home Affairs and further deliberated on 7 February 2023, leading to a new arrangement that clearly defines the responsibilities of all involved parties. This structured demarcation not only promotes transparency and accountability but also reinforces a coordinated approach to occupational safety and health management across the region.

INTRODUCTION OF NATIONAL RESUSCITATION BOARD AND THE NATIONAL TARGET OF FIRST AID TRAINING IN BRUNEI DARUSSALAM

On 12 October 2022, SHENA attended an introductory meeting hosted by the Ministry of Health on First Aid, Cardiopulmonary Resuscitation (CPR), and the use of Automated External Defibrillators (AED). During this session, the National Resuscitation Board was introduced, emphasising its role in standardising emergency response protocols and promoting first aid competencies nationwide. Central to the discussions was the Occupational First Aid Course, with stakeholders exploring the potential for aligning its syllabus to better meet the needs of Brunei’s workforce. The Ministry of Health also highlighted its target to expand first aid training coverage throughout the country, underlining the critical importance of robust first aid preparedness in safeguarding lives and ensuring workplace safety.

THE BRUNEI ECONOMIC DEVELOPMENT BOARD (BEDB) AND QAYS MULTIART AND CREATIVITIES SDN BHD (QAYS)

On 23 December 2022, SHENA was invited by the Brunei Economic Development Board (BEDB) to a meeting alongside QAYS Multiart and Creativities Sdn Bhd to discuss a prospective project for a Medical Radioisotope Production Plant. During this engagement, SHENA expressed its strong support for the initiative, advising that BEDB and QAYS engage with all relevant stakeholders to ensure comprehensive safety and regulatory compliance throughout the project’s development. This collaborative discussion underscored the importance of integrating cross-sector expertise to advance innovative projects that align with national priorities in healthcare, technology, and economic development.

ELECTRICAL SAFETY AT WORKPLACE COMMITTEE (ESCOM)

In a bid to further enhance electrical safety across the nation, the Electrical Safety at Workplace Committee (ESCOM) was established under the provisions of the Safety, Health and Environment National Authority Act. ESCOM is composed of representatives from SHENA, AENBD, the Department of Energy Services (DES), and other key industry players, tasked with harmonising safety practices and addressing emerging risks in electrical systems at workplaces. Preparatory meetings began on 31 January 2023 to finalise scheduling and facilitation arrangements—with the AENBD providing chairmanship and sourcing a facilitator from the Energy Division. The committee’s collaborative spirit was officially marked by a kick-off meeting held on 6 March 2023, where opening remarks from SHENA’s Interim CEO underscored SHENA’s commitment to elevating electrical safety standards nationwide.

MEMORANDUM OF UNDERSTANDING BETWEEN SHENA AND UNIVERSITI TEKNOLOGI BRUNEI (UTB)

On 20 August 2022, a significant milestone was reached with the signing of a Memorandum of Understanding (MoU) between SHENA and Universiti Teknologi Brunei (UTB), facilitated by UTB’s School of Computing and Informatics. This MoU lays the foundation for a series of joint initiatives including programmes, conferences, and seminars, as well as future cooperative ventures in areas of mutual interest. By partnering with UTB, SHENA not only reinforces its commitment to advancing safety, health, and environmental best practices but also supports academic research and innovation that will drive the development of the next generation of safety professionals.



MANDATORY REQUIREMENTS FOR WORKSITE SUPERVISOR TO ATTEND TRAINING

Reflecting on fatality statistics from 2013 to 2023, where 42% of 72 recorded incidents occurred in the construction industry, it has become increasingly evident that insufficient training and supervision contribute significantly to workplace accidents. In response, SHENA has intensified its efforts to improve safety protocols within this high-risk sector. Collaborative engagements have been initiated with the Department of Labour and SHENA’s Approved Training Providers to formulate mandatory training requirements for worksite supervisors. These proactive measures are designed to implement robust control systems and enhance supervisory oversight in the construction industry. With further engagements scheduled with stakeholders such as ABCi and JCB in FY2023-2024, SHENA is dedicated to transforming safety practices and reducing occupational fatalities through enhanced training and comprehensive regulatory oversight.

CONTINUOUS ENGAGEMENTS

DARUSSALAM ENTERPRISE (DARe) VIRTUAL MEETING

- 1 **7 APRIL 2022** Regarding the BFID Project in Salambigar Industrial Park. Representatives of the company project presented on the project's introduction and progress, whereas SHENA presented on relevant regulatory requirements.
-

RADIO TELEVISYEN BRUNEI (RTB) MEETING

- 2 **7 APRIL 2022** To discuss safety and health concerns at *Gerai Perayaan* for the Nasional FM programme.
-

MINISTRY OF ENERGY VIRTUAL MEETING

- 3 **17 - 20 APRIL 2022** SHENA representatives participated in the 12th Nuclear Energy Cooperation Sub-Sector Network (NEC-SSN) Meeting and its Associated Meetings held virtually. The Ministry of Energy hosted the meetings at PMO. Meeting participants consisted of the NEC-SSN Focal Points from ten (10) ASEAN Member States, NEC-SSN Dialogue Partners and International Organisations, ASEAN Secretariat, and ASEAN Centre for Energy.
-

NATIONAL STANDARDS CENTRE MEETING

- 4 **27 APRIL 2022** Regarding *Pengurusan Bahan Kimia (Bahan Merbahaya) di Tempat Kerja* with regards to the establishment of pre-interim National Chemical Management Committee (NCCM) and Chemical related standard.
-

SHENA-JKR HSE WORKING GROUP MEETING

- 5 **23 JUNE 2022** First meeting to discuss Terms of Reference (TOR) between SHENA and JKR.
-

SHENA-JKR HSE WORKING GROUP MEETING

- 6 **4 AUGUST 2022** Meeting to check the status of actions from the previous meeting.

-
- 7** **7 SEPTEMBER
2022** **SHENA, BSM & JASTRe
MEETING**
- Post mortem meeting on *Gerai Ramadhan* with all relevant agencies including SHENA, BSM, JASTRe, etc.
-
- 8** **13 SEPTEMBER
2022** **NATIONAL STANDARD CENTRE, & MINISTRY
OF FINANCE AND ECONOMY (MOFE)
PRESENTATION**
- SHENA delivered a presentation on the implementation of radiation protection and regulatory control on radiation activities as per Radiation Protection Act, Chapter 228.
-
- 9** **19 SEPTEMBER
2022** **SHENA-UTB
MEETING**
- To discuss way forward on safety video project.
-
- 10** **26 SEPTEMBER
2022** **SHENA-JKR HSE WORKING GROUP
MEETING**
- Meeting to check the status of actions from the previous meeting.
-
- 11** **18 OCTOBER
2022** **SHENA-JKR HSE WORKING GROUP
MEETING**
- Fourth meeting focused on key points from a meeting with the Department of Road, Public Works Department.
-
- 12** **15 NOVEMBER
2022** **AUTHORITY ON BUILDING CONTROL
AND CONSTRUCTION INDUSTRY (ABCi)
MEETING**
- Meeting with ABCi regarding workplace safety and health requirements (appointment of WSH Officer & Co-Ordinator) for ABCi construction companies registration.
-
- 13** **16 NOVEMBER
2022** **SHENA-JKR HSE WORKING GROUP
MEETING**
- Fifth meeting was attended by the Director of Department of Road, JKR, and SHENA highlighted on the legal requirements of workplace safety and health.

- 14** **12 SEPTEMBER
2022** **MINISTRY OF EDUCATION
PRESENTATION**
- SHENA representatives conducted a presentation on the regulatory requirements and IGN Managing Health and Safety in Educational Institution as part of the five-day workshop organised by Ministry of Education to nominated representatives from schools.
-

- 15** **21 NOVEMBER
2022** **UNIVERSITI BRUNEI DARUSSALAM (UBD)
GUEST LECTURER**
- SHENA was invited as a guest lecturer for the GE-2401: Ethics, health and safety module. SHENA presented the topic on Workplace Safety and Health legislation.
-

- 16** **29 NOVEMBER
2022** **UNIVERSITI TEKNOLOGI BRUNEI (UTB)
MEETING**
- SHENA was invited as a guest lecturer for the GE-2401: Ethics, health and safety module. SHENA presented the topic on Workplace Safety and Health legislation.
-

- 17** **30 JANUARY
2023** **UNIVERSITI TEKNOLOGI BRUNEI (UTB)
MEETING**
- Meeting with two (2) students and a lecturer for development of safety videos. Two (2) subjects proposed for the safety videos were incident reporting and WSH Officer.
-

- 18** **1 FEBRUARY
2023** **BRUNEI LNG SDN BHD
MEETING**
- SHENA had meetings with stakeholders on Radiation Module in E-SHENA Online Registration Portal.
-

- 19** **1 FEBRUARY
2023** **ROYAL CUSTOMS AND EXCISE
DEPARTMENT (RCED)
MEETING**
- Meeting with the Royal Customs and Excise Department (RCED) regarding radiation licensing regulatory requirements.
-

- 20** **3 FEBRUARY
2023** **JERUDONG PARK MEDICAL CENTRE (JPMC)
MEETING**
- SHENA had meetings with stakeholders on Radiation Module in E-SHENA Online Registration Portal.

21	9 FEBRUARY 2023	UNIVERSITI TEKNOLOGI BRUNEI (UTB) DISCUSSION	Discussion on the storyboard of the safety videos on two (2) proposed subjects.
22	14 FEBRUARY 2023	UNIVERSITI BRUNEI DARUSSALAM (UBD) MEETING	CID and EFD attended a meeting on Micro-Master of Occupational Health and Safety (MMOHS).
23	15 FEBRUARY 2023	MUARA MARITIME SERVICES JOINT WORKING VISIT	Joint working visit between CID and LSD to Muara Maritime Service as a preliminary engagement to understand workplace safety and health compliance in Ship Repairing Industry.
24	2 MARCH 2023	MEGALIFT SDN BHD MEETING	SHENA had meetings with stakeholders on Radiation Module in E-SHENA Online Registration Portal.
25	6 MARCH 2023	ROYAL BRUNEI AIRLINES (RB) ROADSHOW	SHENA's ICEO (as the Guest of Honour), Director of CID and CID representatives attended the Royal Brunei Airline's Corporate Risk Roadshow.
26	7 MARCH 2023	UNIVERSITI ISLAM SULTAN SHARIF ALI (UNISSA) MEETING	Director of CID attended meeting on 7 March 2023 regarding the UNISSA new campus construction project whereby the outcome was for CID to engage with JKR contractors involved separately to ensure WSH compliance.

27	8 MARCH 2023	SHENA-TEPB INTERFACE MEETING	CID participated in the SHENA-TEPB Q1/2023 Interface Meeting.
28	9 MARCH 2023	SHENA BRIEFING	As part of SHENA's continuous engagement and awareness programme, CID conducted a briefing to gerai vendors for the <i>Gerai Ramadhan</i> in Kuala Belait.
29	14 MARCH 2023	BUTRA HEIDELBERG CEMENT SDN BHD DIALOGUE	CID and EFD attended the Green Construction Dialogue organised by Butra Heidelberg Cement Sdn Bhd.
30	20 MARCH 2023	SHENA BRIEFING	As part of SHENA's continuous engagement and awareness programme, CID conducted a briefing to gerai vendors for the <i>Gerai Ramadhan</i> in Tutong.
31	21 MARCH 2023	SHENA, IBE MOFE AND JASTRe MEETING	To discuss way forward on NCMC proposal and workshop.
32	22 MARCH 2023	UNIVERSITI TEKNOLOGI BRUNEI (UTB) DISCUSSION	Discussion on the development of two safety videos.
33	22 MARCH 2023	BRUNEI RESEARCH DEPARTMENT MEETING	SHENA had meetings with stakeholders on Radiation Module in E-SHENA Online Registration Portal.

AUTHORITY ON BUILDING CONTROL AND CONSTRUCTION INDUSTRY (ABCi) DISCUSSION

34 **22 MARCH
2023**

SHENA had a discussion with ABCi on the implementation of the Construction Work Notification Form.

KHUTBAH UNIT DISCUSSION

35 **27 MARCH
2023**

SHENA had a discussion with the officers at the Khutbah Unit for the content of the khutbah in conjunction with World Day for Safety and Health at Work

SHENA WORKSHOP

36 **28 MARCH
2023**

SHENA attended a workshop on Drafting of Code of Practice Pollution Control to provide inputs on matters pertaining to SHENA

SHENA MEETING

37 **29 MARCH
2023**

To discuss way forward on the TOR of National Occupational Safety and Health (OSH) Advisory Committee on 29 March 2023.

INTERNATIONAL COLLABORATION

In an increasingly interconnected global landscape, where the standards set forth by the International Labour Organisation (ILO) serve as a benchmark for occupational safety and health, SHENA recognises that international collaboration is vital to elevating national practices. As the national focal agency for the ASEAN Occupational Safety and Health Network (ASEAN-OSHNET), SHENA actively engages in initiatives that foster knowledge exchange, harmonise regulatory practices, and align national policies with both international and ASEAN best practices. Through these partnerships and collaborative events, SHENA continues to drive improvements in workplace safety and health, ensuring that Brunei remains at the forefront of innovative regulatory approaches.



ASEAN OSHNET WORKSHOP ON FITNESS TO WORK

A key example of these endeavors was the ASEAN OSHNET Workshop on Fitness to Work, held from 7 to 8 June 2022. This one-and-a-half day workshop, hosted at the Design & Technology Building and virtually, focused on reviewing current fitness to work practices and exploring opportunities for alignment in occupational health control and worker readiness. The workshop brought together professionals from various ASEAN Member States to share experiences and best practices surrounding job fit assessments and medical surveillance programmes. With objectives such as identifying common medical tests and examinations across different trades, the event supported regulatory compliance and industry best practices while also bolstering the thematic area on “Strengthen Occupational Health in the Workplace” under the ASEAN OSHNET Work Plan 2021-2025. This initiative directly contributes to the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025 by promoting improved coverage, accessibility, quality, and sustainability of social services across the region.



RATIFICATION OF ILO INSTRUMENTS

In further pursuit of international alignment, on 7 February 2023, SHENA joined a strategic meeting with the Ministry of Home Affairs and the Department of Labour. The focus of the discussion was on establishing a cooperative framework for the ratification of important International Labour Organisation (ILO) instruments—namely, the Occupational Safety and Health Convention, 1981 (No. 155) and the Promotional Framework for the Occupational Safety and Health Convention, 2006 (No. 187). The conversation also extended to revisiting the scope and demarcation under the ASEAN OSHNET Work Plan 2021-2025, in collaboration with the Department of Labour. These collaborative efforts are integral to SHENA’s Business Plan to implement the National Occupational Safety and Health Policy and facilitate the ratification process. By working closely with its international and national partners, SHENA reinforces its commitment to aligning Brunei’s occupational safety and health framework with global standards, ensuring a safer working environment for all.

OPERATIONAL EXCELLENCE: SUPPORT SERVICES

At the heart of SHENA's mission to deliver superior regulatory oversight is a commitment to operational excellence through robust support services. This section underscores the critical role that both financial and human resources management play in ensuring that every operational initiative is well-resourced and aligned with the SHENA Strategic Plan. This Strategic Plan serves as a dynamic framework that continuously assesses organisational performance, using clearly defined metrics and key performance indicators to monitor progress and guide resource allocation. It not only provides a roadmap to achieve our goals but also acts as a performance management tool that informs decision-making and drives continuous improvement.

By optimising fund allocation and cultivating a highly skilled workforce, SHENA empowers each division to execute its responsibilities effectively and safely. The Strategic Plan's rigorous assessment approach ensures that every action taken is data-driven and purposefully directed towards enhancing efficiency and achieving strategic outcomes. This holistic approach to operational excellence ensures that SHENA's support services remain agile, sustainable, and capable of meeting the demands of a constantly evolving safety, health, and environmental governance landscape.

HUMAN CAPITAL

Recognising that its people are the driving force behind its success, SHENA places a high priority on continuous learning, training, and professional development. Every new recruit undergoes a comprehensive orientation programme designed to immerse them in SHENA's mission, core values, and the operational frameworks that underpin each division of the organisation. This structured introduction not only accelerates the integration of new employees but also reinforces a culture of knowledge sharing and lifelong learning—key components in ensuring that the workforce remains competent and aligned with the organisation's strategic goals.

The financial year also witnessed significant manpower growth, with **twelve (12)** new talents successfully recruited across various divisions. This robust recruitment drive has effectively addressed critical skill gaps, supported the expansion of regulatory activities, and enhanced overall organisational efficiency. Notably, the appointment of an Internal Auditor underscores SHENA's unwavering commitment to upholding the highest standards of accountability and transparency within its operations. Together, these strategic human resource initiatives and technological investments create a dynamic support system that underpins SHENA's continued pursuit of operational excellence.

NUMBER OF TALENTS SUCCESSFULLY RECRUITED



TERMS AND CONDITIONS ON EDUCATION ALLOWANCE AND HOUSING ALLOWANCE FROM PENGAWAS BADAN-BADAN BERKANUN (PBB)

SHENA continued its work to revise the terms and conditions for Education Allowance and Housing Allowance based on the directive received from Pengawas Badan-Badan Berkanun (PBB). This initiative aims to align the education allowances for statutory bodies—including SHENA—with national government standards as outlined in the circular letter from the Prime Minister’s Office (JPM No. 9/2022). Under the new guidelines, current officers and staff will continue to receive the existing education benefits until their children complete their education at the relevant institution. Meanwhile, new employees joining after the effective date will be subject to the updated, clearly defined allowance policies, which promote uniformity, fairness, and compliance with government regulations.



HUMAN RESOURCE POLICY REVISION

From February to May 2022, SHENA undertook a comprehensive HR Policy Revision project as a strategic enabler of operational excellence. This initiative was designed to assess and update our human resource policies and procedures in line with current requirements and best practices, ensuring they reflect SHENA's recent organisational structure enhancements and realignments. The project also focused on addressing practical challenges encountered since the operationalisation of the previous HR policy, particularly in the complex environment shaped by the COVID-19 pandemic.

A key objective of this revision was to incorporate new requirements that emerged during SHENA's stabilisation period, including updated standards for training bonds and bonus eligibility. By meticulously reviewing and realigning our HR framework, the project sought to ensure that our policies not only adhere to the evolving needs of our organisation but also facilitate efficient implementation. This strategic approach was essential to enhance clarity and relevance in our internal guidelines, thereby fostering a more agile and responsive human resource function.

The outcome of the HR Policy Revision has been highly impactful for all stakeholders. The updated policies now provide clearer, more practical guidelines that correspond with SHENA's current structure and operational conditions, effectively addressing the ongoing challenges posed by COVID-19. This alignment not only supports operational stability but also bolsters employee welfare, ensuring that both new and existing staff can navigate their roles with confidence and consistent expectations.

LAPTOP REFRESH PROJECT

Carried over since its launch in January 2022, this project was completed in July 2022. The Laptop Refresh Project was a strategic initiative aimed at replacing the outdated, previously leased laptops with seventy-seven (77) new units for SHENA employees. Aligned with our operational excellence objectives, this project was designed to enhance employee productivity by providing faster, more efficient laptops equipped with larger storage capacities. The upgraded technology has enabled employees to perform their duties and manage administrative tasks more efficiently, while the inclusion of an Accidental Damage Warranty offers added peace of mind.

The impact of the project has been multifaceted. For employees, the new laptops have translated into improved work efficiency and a smoother user experience. For the IT department, maintenance costs have been reduced due to the enhanced reliability of the new devices, along with improved capabilities in managing and deploying software updates. Additionally, the latest models address previous security vulnerabilities, thereby strengthening our data protection measures across the organisation. Looking ahead, SHENA plans to sustain the operational benefits of this project by maintaining and retaining warranty coverage after the initial three-year manufacturer warranty expires, ensuring continuous support and protection for our workforce's critical tools.

MENTORING PROGRAMME

The Mentoring Programme Cohort 2, organised by the Ministry of Energy through its Human Capital Unit (HCU), served as a vital initiative aimed at enhancing the professional growth of employees across the Ministry of Energy, the Department of Electrical Services, and statutory bodies under the Ministry, including the Petroleum Authority and SHENA. Running from April 2022 to March 2023, the programme provided a structured platform for participants to receive targeted guidance, with an emphasis on developing work performance, self-management, technical expertise, and interpersonal skills. By fostering a culture of mentorship, the programme supported both professional development and holistic personal growth among its participants.

SHENA contributed actively to the programme, with six (6) employees participating as mentees and two (2) Heads of Division serving as mentors. The involvement of these senior leaders showcased SHENA's commitment to nurturing talent and sharing institutional knowledge through mentorship. This collaborative effort reflected SHENA's dedication to fostering a skilled and well-rounded workforce, while also reinforcing the organisation's engagement with Ministry-wide initiatives aimed at elevating human capital across Brunei's energy sector.

SHENA OFFICE EXPANSION TO KHUB BUILDING

In October and November 2022, SHENA carried out the transfer of several staff members from the West Wing office on Level 4 of the D&T Building to Level 6 of the KHub Building. This initiative was designed to accommodate the organisation's growing workforce while providing a safer and more conducive working environment. The relocation ensured that employees had sufficient space to perform their responsibilities efficiently, enhancing comfort and productivity.

The transition was planned with care to minimise operational disruptions and prioritise employee well-being. This step marked an important stride in SHENA's commitment to fostering an optimal workplace as the organisation continues to grow.



SUCCESSION PLANNING FRAMEWORK

The Succession Planning Framework, an annual initiative, began on 7 September 2022. It is designed to ensure the organisation's leadership's continuity and preparedness in addressing key talent needs. By identifying the essential competencies required for critical positions, the framework enables SHENA to assess, develop, and retain a strong pool of skilled employees who are ready to step into leadership roles when necessary. This proactive measure helps to prevent extended and costly vacancies, ensuring the organisation's smooth and efficient functioning.

As an ongoing effort, the framework emphasises the development of internal talent through structured plans and tailored training programmes. These initiatives are designed to equip employees with the technical expertise and leadership capabilities needed to meet organisational demands. The Succession Planning Framework reflects SHENA's commitment to supporting career progression, fostering professional growth, and maintaining stability across all critical positions.



LOOKING AHEAD

As Brunei Darussalam emerges from the height of the COVID-19 pandemic in 2022, SHENA is strategically positioned not only to consolidate its regulatory framework but also to seize the opportunities presented by a post-recovery environment. Our comprehensive Strategic Plan has been instrumental in assessing organisational performance across all divisions—from Enforcement to Human Resources—ensuring that our investments in training, technology, and collaborative partnerships continue to yield robust outcomes. Even as the economy gradually reopens, SHENA remains committed to refining its operational processes, optimising cost efficiencies, and strengthening stakeholder relationships. This forward-thinking approach coupled with post-COVID recovery momentum provides a solid foundation for advancing workplace safety, health, and environmental governance.

The EFD and IRD are set to leverage lessons learned during the pandemic to enhance its proactive monitoring and joint inspection initiatives and improve investigation management processes, including advanced techniques in statement taking, information analysis, and root cause determination, respectively. The CID will continue to spearhead collaborative efforts with domestic and international agencies to tighten compliance and safeguard public well-being. In addition, all the divisions are tailoring their respective functional roles to reflect the evolving risks in a recovering economy, incorporating strategies that address both traditional hazards and emerging challenges. This adaptability underscores SHENA's commitment to maintaining the highest safety standards and ensuring a resilient regulatory infrastructure in the new economic landscape.

From a financial perspective, the 2022 fiscal year marked a period of cautious optimism, as revenue growth was bolstered by increased recognition of major safety cases while strategic cost-reduction measures were effectively implemented. Despite rising expenditures in areas such as employee benefits and administrative efforts—driven in part by expansion initiatives—SHENA has managed to sustain fiscal discipline through targeted investments in IT and human capital. As post-recovery economic activities accelerate, these financial strategies will underpin further expansion of regulatory and support services, enabling SHENA to continue its mission of delivering excellence in occupational safety and health governance across Brunei Darussalam.

ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE

 www.shena.gov.bn

  [@shena.gov.bn](https://www.facebook.com/shena.gov.bn)

 t.me/SHENAbn